

**VA HUMAN RESOURCES MANAGEMENT POLICY – POLICIES AND
INSTRUCTIONS PRIMARILY APPLICABLE TO VA PERSONNEL
UNDER CIVIL SERVICE RULES AND REGULATIONS**

1. REASON FOR ISSUE: This Veterans Health Administration (VHA) supplement reissues policy incorporating all changes formerly contained in VHA Circulars, Interim Issues, and errata relating to Department of Veterans Affairs (VA) Manual MP-5, Part I, Chapter 338, Appendix 338A.

2. SUMMARY OF CONTENTS/MAJOR CHANGES: This reissuance:

a. Reflects Public Law 100-527, Department of Veterans Affairs Act, dated October 23, 1988, establishing VA as well as major component and other titles, including the Secretary of Veterans Affairs and Under Secretaries.

b. Reflects changes due to recodification of Title 38 United States Code (U.S.C.); changes to 5 U.S.C.; Title 5, Code of Federal Regulations (CFR) and abolishment of the Federal Personnel Manual.

c. Reflects changes due to recodification of 38 U.S.C.

d. Uses current nomenclature to describe internal delegations of authorizations and program responsibilities.

3. RELATED ISSUES: MP-5, Part I, dated December 31, 1998.

4. RESPONSIBLE OFFICE: The Office of the Deputy Assistant Secretary for Human Resources Management (05) is responsible for the contents of this supplement.

5. RESCISSIONS: VHA Supplement to MP-5, Part I, Chapter 338, Appendix 338A, dated March 27, 1979, and all changes prior to the date of this document are rescinded.

6. RECERTIFICATION: This document will not be recertified, and is temporary in nature, until the MP-5, Part I and its supplements are published under the Directives Management System.

S/ M.L. Murphy for
Thomas L. Garthwaite, M.D.
Deputy Under Secretary for Health

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QUALIFICATION STANDARD

PSYCHOLOGY SERIES

GS-180-11/15

AUTHORITY: 38 U.S.C. 7402

This standard applies to all psychologist positions in Veterans Health Administration (VHA).

DUTIES: Psychologists engage in professional and scientific work which relates to behavior, capacities, traits, interests and emotions. This work may include any one or a combination of the following: providing professional clinical services, conducting research, carrying out education and training activities, clinical consultation, supervision and administration. Such work functions involve:

1. Applying psychological principles, theories, methods and techniques in the delivery of professional services in health and rehabilitation service settings.
2. Developing scientific principles or theories concerning the relationship of behavior to factors of environment, experience or physiology; or to seek and develop practical applications of research findings.
3. Furnishing professional advice, opinion or assistance to solutions of problems, on feasibility and evaluation of projects, programs, research plans, data or techniques in connection with services, research, training and administration.
4. Carrying out education and training in psychological principles, theories, methods and techniques.

At full professional performance levels, work is with a wide range of patients using, refining or developing new techniques in psychodiagnosis, assessment and evaluation, psychotherapy, behavior modification, vocational evaluation and counseling, job placement and follow-up; designing and evaluating therapeutic programs; identifying and developing community resources; and providing placement evaluations necessary for the placement of severely physically handicapped individuals in productive jobs.

BASIC REQUIREMENTS FOR ALL GRADES: (Public Law (Pub. L.) 96-151 codified in Title 38 United States Code (U.S.C.) 7402.) Hold a doctoral degree in Psychology from a college or university approved by the Secretary of Veterans Affairs, have completed study for such degree in a specialty area of psychology and an internship which are satisfactory to the Secretary, and be licensed or certified as a psychologist in a State, except that the Secretary may waive the requirement of licensure or certification for an individual psychologist for a period not to exceed 2 years on the condition that such psychologist provide patient care only under the direct supervision of a psychologist who is so licensed or certified.

INTERPRETATION OF BASIC REQUIREMENTS

1. Approved doctoral programs are those from an accredited college or university whose curriculum in psychology is approved by the American Psychological Association (APA).
2. Completed study in a specialty area of psychology means completion of a full curriculum in clinical or counseling psychology or other specialty area of psychology pertinent to the position being filled, not just incidental courses in these areas as part of a program of study in a specialty area unrelated to the position for which being considered. The specialty area of the degree must be the same as that in which the applicant is to be employed.
3. The internship requirement is a vital and integral part of the basic requirements and as such must be fully and carefully evaluated. This may require the use of a panel of subject matter experts. Acceptable internships consist of an organized training program, in contrast to supervised experience or on-the-job training, designed to provide the intern with a planned, programmed sequence of training experiences with the primary purpose to assure breadth and quality of training. Such internships may be gained in Department of Veterans Affairs (VA) training programs which meet APA internship requirements or in other health service settings whose internships are accredited by the APA. Internships normally consist of 1 year of training under a licensed psychologist in an organization with sufficient staff and varied programs to provide the required breadth and quality of training. The sponsoring organization should provide a written statement or brochure describing the goals and content of the internship with clear expectations for the quantity and quality of the trainee's work. **NOTE:** *Prior to 1956 the APA did not accredit internships, but did accredit doctoral programs. Therefore, a pre-1956 graduate of an APA approved doctoral program in an appropriate psychology specialty, whose internship was acceptable to the degree granting school, meets the internship requirements of this standard.*
4. Appointing officers may accept applications from and appoint unlicensed or uncertified candidates who have successfully completed the educational requirements subject to obtaining the required licensure or certification within 2 years following entry on duty. This is a condition of employment required by law and is mandatory for retention beyond the 2-year period. Appointing officers exercising this authority will provide written notice of this condition at the time of employment and make appropriate follow-up to assure the licensure or certification is obtained by the required date.

EXPERIENCE

GS-11: Internship as prescribed in paragraph 3 of the preceding "Interpretation of Basic Requirements."

GS-12: One year of postdoctoral experience appropriate to the specialty area of the position. For the clinical and counseling specialties, the experience must have been gained in a professional program concerned with health, rehabilitation, or vocational restoration.

GS-13: Two years of postdoctoral experience as described as experience for a GS-12.

GS-14/15: Three years of postdoctoral experience as described as experience for a GS-12.

The experience must indicate the applicant's ability to perform the duties of a psychologist in the area of work and at the level of difficulty and responsibility of the grade for which being considered. An applicant must have demonstrated supervisory or administrative abilities for positions which include these responsibilities. For positions in grades GS-12/15, 1 year of experience must have been at a level of difficulty comparable to that of the next lower grade in the Federal service.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR Part 930, Subpart A.

SUPERVISORY POSITIONS: For supervisory positions, the Qualification Standard for Supervisory Positions, in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A-29, should be used in conjunction with the requirements of this standard.

BASIS OF RATING: No written test is required for any position in this occupation. For competitive and inservice placement at all grade levels, applicants will be rated on the basis of the quality and extent of their total experience, education, and training in relation to the requirements of the specific positions for which they are being considered. Ratings will be based on competitor's statements in their applications and on any additional evidence that may be secured through qualifications inquiries.

Recency of education, training and professional experience may be considered in the rating, but in no case will lack of recency be the basis for disqualification.

QUALIFICATION STANDARD

PSYCHOLOGY TRAINEE – (All Options)

(File as GS-180)

NOTE: Appointments to these positions will be under authority of 38 U.S.C. 7405.

AUTHORITY: 38 U.S.C. 7402

EDUCATION AND EXPERIENCE REQUIREMENTS: Applicants for all levels must have a bachelor's degree from a college or university of recognized standing. Persons who already have an advanced degree in psychology, but lacks necessary experience, may also apply for training. Applicants must be sponsored by one of the participating universities which has been accredited by the American Psychological Association (APA) for doctoral programs in clinical and/or counseling psychology or from a university with which VA has a developmental training relationship. An applicant will be entered in the Psychology Training Program at a level commensurate with the applicant's background of education, experience and training, taking into consideration the amount of additional training and experience needed to meet VA qualifications for psychology staff positions. Postdoctoral candidates must have completed all requirements for the doctorate degree with major emphasis in psychology.

The following are provided to guide Facility Psychology Training Committees in the selection of trainees for appointment and in determining their level of qualification and readiness for promotion.

1. Psychology Trainee, First Level

- a. Minimum education requirements.
- b. Recommendation by the Facility Psychology Training Committee.

2. Psychology Trainee, Second Level

- a. Five hundred hours of post-baccalaureate qualifying experience.
- b. At least 1 year of satisfactory graduate work in psychology.
- c. Demonstrated ability to acquire professional status.

3. Psychology Trainee, Third Level

- a. A minimum of 800 hours of progressive qualifying experience.
- b. Reasonable certainty that the doctorate can be secured within a 2-year period.

c. Demonstrated progressive responsibility for professional and ethical decisions and actions, and continued acquisition of skills and techniques.

4. Psychology Trainee, Fourth Level

a. A minimum of 1,800 hours of progressive qualifying experience.

b. Reasonable certainty that all doctoral requirements will be achieved by the end of the training period.

c. Clear evidence of professional growth in the area of specialization with reasonable certainty of meeting the VA qualification requirements as a staff psychologist by the end of the training period.

5. Postdoctoral Trainees. Two types of training are available. The requirements for each type are as follows:

a. Training for psychologists who desire to meet the minimum qualification requirements for appointment to VA staff positions:

- (1) Must have completed all requirements for a doctorate with major emphasis in psychology.
- (2) Sponsorship of an approved university is required.
- (3) Must show evidence of professional growth and maturity.
- (4) Should be reasonably certain that they will meet the qualification requirements for VA staff positions by the end of their preplanned training period.

b. Psychologists who already meet the minimum qualification requirements for appointment to VA staff positions, but desire additional specialized training:

- (1) Must have completed all requirements for a doctorate with major emphasis in psychology.
- (2) Must present evidence of originality, creativity, and breadth of experience which would make for a potentially high level of performance in health settings.

QUALITY OF EXPERIENCE: The experience required for any level is the minimum amount, but length of time alone is not qualifying. The experience must have been of a scope and quality to indicate the candidate's ability to perform assignments typical of the level and the potential to reach the full professional level of performance.

CITIZENSHIP: Applicants must be citizens of the United States, except that a non-citizen who is a bona fide student in a university program conducted in affiliation with VA may be appointed on a paid basis under 38 U.S.C. 7405, upon authorization by the Under Secretary for Health.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATION STANDARD**PSYCHOLOGY TECHNICIAN****GS-181-5/9****AUTHORITY: 38 U.S.C. 7402****PART I**

DUTIES: Performs one or more of a variety of technical tasks in a program of research or other professional services in psychology. Performance of these tasks requires a practical understanding of some of the general principles, theories, methods and techniques of psychology in order to carry out duties which are performed under the supervision of a professional psychologist. These duties may include one or more of the following: (1) assist in research as in systematic collection of psychology research data, recording and collecting of data, preparing tabular or graphic presentation of data, in accordance with a predetermined research plan; (2) assist counseling psychologist in contacting potential employers for purpose of making vocational placement, providing followup consultation, administering and scoring of interest, achievement and aptitude tests, securing work history and other relevant vocational information; (3) assist neuropsychologist in administering and scoring of selected tests of a neuropsychology battery in accordance with clearly defined procedures; (4) assist psychologists in completing behavior rating scales or in conducting behavior modification.

REQUIREMENTS

Education: Bachelor's degree from an accredited college or university with a major in an appropriate social or biological science, which included or was supplemented by 12 semester hours in psychology.

Experience

GS-5: None.

GS-7: One year of technical work under the direction of a professional psychologist in a program of professional services, training or research.

GS-9: Two years as described for a GS-7.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

One full year of graduate study in psychology in an accredited college or university may be substituted for 1 year of experience and meets in full the requirements at the GS-7 level.

Two years of such study meet in full the requirements at the GS-9 level.

SUPERIOR ACADEMIC ACHIEVEMENT: The standards for Superior Academic Achievement, in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section II.E.4.(f), apply.

QUALITY OF EXPERIENCE: Except for those who qualify solely on the basis of education, candidates for grades GS-7 and GS-9 must have had at least 6 months of experience comparable in difficulty and responsibility to the next lower grade in the Federal service, or 1 year comparable to the second lower grade.

PERSONAL CHARACTERISTICS: Must be able to deal effectively with a variety of people, be tactful, and must have demonstrated ability to exercise good judgment.

BASIS OF RATING: No written test is required. Applicants will be rated on their experience, education, and training based upon information furnished in the application and other information which may be obtained by Federal civil service examiners. Recency of experience, education, and training will be considered.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

PART II

EXAMINING GUIDE (INTERNAL USE ONLY)

NOTE: *In the announcement and in recruiting for these positions, applicants are to be informed that appropriate credit will be given for voluntary participation in community, social service, and similar activities.*

BASIS OF RATING: Rating procedure III is suggested. Some positions may require special knowledges or skills attained through additional specialized education and/or training and experience. In these instances selective certification procedures should be provided.

RECENCY: Recency of education, training, and experience will be considered in the rating, but in no case will lack of recency be the sole basis of disqualification.

WAIVERS: If specific requirements of this standard are not met, but composite qualifications of an individual show superior potential or demonstrated ability to perform at the required level, requirements may be modified or waived by the Under Secretary for Health, or designees.

NOTE: *The educational requirements are waived for VA employees performing at the technician level in these positions as of the date of this standard, March 14, 1969.*

QUALIFICATION STANDARD**REHABILITATION TECHNICIAN (ALCOHOLISM)****GS-181-3/11****REHABILITATION TECHNICIAN (DRUG DEPENDENCE)****REHABILITATION TECHNICIAN (ALCOHOLISM AND DRUG DEPENDENCE)****AUTHORITY: 38 U.S.C. 7402****PART I**

DUTIES: Performs a variety of therapeutic and supportive technician tasks in assisting physicians and other professional personnel in a rehabilitation treatment program for alcohol and/or drug-dependent patients. Under professional supervision, performs such duties as: interviewing alcohol or drug-dependent patients to develop information for medical histories; orienting patients to the treatment program; observing patients for symptoms, actions, reactions, indications, and contraindications to treatment; assisting in individual or group therapy sessions or in behavior therapy sessions; providing supportive assistance to patients placed on maintenance therapy; leading patient discussion groups; providing individual guidance to patients; providing liaison with other agencies or facilities concerned with the treatment and rehabilitation of alcohol or drug-dependent patients; and, establishing contacts with various rehabilitation and placement organizations to provide referral opportunities for employment, training, or retraining.

REQUIREMENTS: Except for the substitutions provided for as follows, applicants must have had the kind and amount of experience shown and described in the following table:

Grade	General (Years)	Specialized (Years)	Total (Years)
GS-3	1	0	1
GS-4	1 ½	½	2
GS-5	2	1	3
GS-6	2	2	4
GS-7	2	3	5
GS-8 and above	2	4	6

General Experience: Experience involved in dealing with others which has demonstrated the applicant's aptitude for acquiring the skills and knowledges needed for medical rehabilitation work. For example, experience that demonstrated ability to establish and maintain effective person-to-person relationships, skill in oral and written communication, ability to inspire confidence and motivate individuals, and capacity for leadership is qualifying as general experience. This experience may have been gained in positions concerned with health care, counseling, social service, teaching, business, or other similar fields.

Specialized Experience: This is experience which has demonstrated the knowledge, skill and ability: to assist professional personnel in effective operation of a rehabilitation treatment program for alcohol or drug-dependent patients; to act as a liaison and intermediary between

patients and professional personnel; to understand and cope with the physical and psychological needs of these patients; and to guide and assist patients in following a prescribed treatment program. This experience must also have demonstrated that the applicant possesses knowledges, skills and abilities which enable the applicant to understand the problems, actions, reactions and symptoms of alcohol or drug-dependent persons and is able to relate to, empathize with, communicate with, motivate, and influence changes in behavior patterns of alcohol or drug-dependent patients.

SUBSTITUTION OF EDUCATION AND TRAINING FOR EXPERIENCE: Study in an accredited college or university, junior college, or similar institution may be substituted on the basis of 1 academic year of study for 1 year of general experience.

Two years of study in an accredited college or university, junior college, or similar institution, which included or was supplemented by at least 12 semester hours in such courses as: health sciences, nursing, behavioral science, social science, pre-medicine, pre-dentistry, pre-law, guidance, counseling, teaching, pharmacy, the biological sciences or related fields, may be substituted in full for the experience requirement at the GS-4 level.

Successful completion of all the requirements for the bachelor's degree from an accredited college or university with a major study in health sciences, nursing, behavioral science, guidance, counseling, social science, pharmacy, education, the biological sciences or other fields related to rehabilitation of alcohol or drug-dependent persons may be substituted for 3 years of experience including 1 year of specialized experience and meets in full the requirements at the GS-5 level.

Successful completion of a training course for rehabilitation technicians, with major emphasis on the treatment and rehabilitation of alcohol or drug-dependent persons, may be substituted on a month-for-month basis for specialized experience. Completion of such a program of at least 12 months in duration will meet in full the requirements at the GS-4 level. Successful completion of other training programs in rehabilitation counseling may be substituted on a month-for-month basis for specialized experience up to a maximum of 1 year.

QUALITY AND LEVEL OF EXPERIENCE: For eligibility at grade GS-4, candidates must have had at least 6 months of specialized experience comparable in difficulty and responsibility to the GS-3 level in the Federal service.

For eligibility at grade GS-5, candidates must have had at least 1 year of experience comparable in difficulty and responsibility to the GS-4 level in the Federal service, of which at least 6 months must have been specialized experience.

For eligibility at grades GS-6 and above, at least 1 year of the required specialized experience must have been comparable in difficulty and responsibility to the next lower grade in the Federal service, or 2 years comparable to the second lower grade in the Federal service.

For any grade, the required amount of experience and education will not in itself be accepted as proof of qualification for a position. The candidate's total record of experience and education must show that the candidate has the ability to perform the duties of the position to be filled.

PERSONAL CHARACTERISTICS: Must be able to interrelate and communicate effectively with a variety of people and to work as a member of a team; must have demonstrated ability to exercise good judgment and tact.

BASIS OF RATING: No written test is required. Applicants will be rated on their experience, education and training based on information furnished in the applications and other information which may be obtained by Federal civil service examiners. Recency of experience, education, and training will be considered.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

Medical examiners may require medical evidence to support a finding of successful rehabilitation for applicants who have been patients in an alcohol or drug treatment program.

PART II

INFORMATION FOR USE IN EXAMINING APPLICANTS

RATING: Rating procedure III is suggested. Successful experience which has provided a first-hand knowledge of the physical and psychological needs, symptoms, actions, and reactions of alcohol or drug-dependent patients and a knowledge of the rehabilitation techniques and procedures used with these patients will be evaluated at the highest quality level. Recency of education, training and experience may be considered in relative ranking, but will not be the sole basis of disqualification.

MODIFICATIONS AND WAIVERS: The requirements of this standard may be modified or waived in accordance with the appropriate provisions of MP-5, Part I, Chapter 338.

NOTE: *In the announcement and in recruiting for these positions, applicants are to be informed that appropriate credit will be given for voluntary participation in community, social service, and similar activities.*

QUALIFICATION STANDARD**SOCIAL WORKER****GS-185-9/15****AUTHORITY: 38 U.S.C. 7402**

DUTIES: Provides clinical social service to veterans in medical center, clinics, domiciliaries, nursing care facilities and in community care settings using such methodologies as casework, group work, community organization, and social work research. Social work supervisors provide professional guidance to social work staff and students. Some positions have primary responsibilities in the areas of administration, education or research.

BASIC REQUIREMENTS FOR ALL GRADES: (Pub. L. 102-86 codified in 38 U.S.C. 7402.) Applicants must meet the following requirements:

- a. Master's degree in social work from a school of social work accredited by the Counsel on Social Work Education.
- b. All candidates must possess a license, certificate or registration to practice social work issued by the State in which the social worker is to be employed if required by that State.

NOTE: *All persons permanently employed as a GS-185 VA Social Worker on or before August 14, 1991, are considered to have met this requirement in full. They may be promoted, demoted, or reassigned within the GS-185 occupational series. Any employee initially retained in this manner who leaves this job series loses protected status and must meet the full requirements in effect at the time of reentry.*

Exceptions: Applicants who otherwise meet the minimum requirements in the basic qualification standard except for licensure, certification or registration may be given either a temporary appointment or a permanent appointment, both subject to obtaining State requirements. Those who fail to obtain State licensure, certification or registration after 3 years must be removed from the GS-185 Social Worker series, which may result in termination of employment. A statement citing this condition of employment (see example A, p. 338A-20) must be signed by each Social Worker appointed under these provisions and filed in the appointee's Official Personnel Folder.

EDUCATION AND EXPERIENCE REQUIREMENTS:

GS-9: Must meet all basic requirements.

GS-11: In addition to meeting all basic requirements, 1 year of professional social work experience, equivalent to the next lower grade level, under qualified social work supervision. This experience must have been in a clinical setting and have demonstrated the potential to perform advanced assignments independently. **NONQUALIFYING EXPERIENCE:** Social work experience obtained prior to completion of the requirements for the master's degree is not qualifying.

NOTE: *A clinical setting is a medical center or clinic, either medical or psychiatric, a residential treatment center, or any other type of facility where social work participates in collaborative treatment and is identified with the medical profession.*

or

In addition to meeting basic requirements, a Ph. D. in social work from a school of social work may be substituted for 1 year of professional social work experience and meets the clinic setting requirement.

GS-12 and above: In addition to meeting all basic requirements, applicants must have 1 year of professional social work experience equivalent to the next lower grade level. This experience must have demonstrated broad knowledge of social work and superior skill and judgment in professional practice. For research, education and program administration positions, this year must have been in social work research, social work education (class or field instruction) or program administration as appropriate. Except for social work research positions, the requirement for 1 year of experience in a clinical setting must also be met.

RESEARCH POSITIONS: For social work research positions, applicants must have knowledge of research methods and have demonstrated competence or observed skill in planning, developing, and carrying through studies of social work practice or of social work processes.

For social work research positions at GS-13 and above, applicants must have successfully completed all the requirements for a doctoral degree in social work or have otherwise fully demonstrated ability to perform this work at the professional level. Consideration will be given to those who obtained a master's degree from an accredited school of social work and a doctorate in a related social science field.

EDUCATION POSITIONS: For positions with social work educational responsibilities, the required experience must have included experience in planning or conducting a staff development program for graduate social workers, extensive field instruction of social work students or teaching in an accredited school of social work.

PROGRAM ADMINISTRATION: For positions with social work administration responsibilities, the required experience must have included supervision or program management in a social work program.

PERSONAL QUALITIES: Persons selected for appointment must be suited in personal qualities and temperament for this type of work. They must have a sense of responsibility, initiative, respect for clients and colleagues, and a desire to help people. They must possess sound judgment and sympathetic insight in dealing with those they serve, as well as patience in accommodating the behavior of others.

RECENCY: Recency in experience, education, training or other participation in professional social work will be considered.

SUPERVISORY POSITIONS: The Qualification Standard for Supervisory Positions, in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A-29, is to be used in conjunction with this standard.

BASIS OF RATING: Applicants are rated on a scale of 100 on the basis of education, experience, and training in relation to the specific position for which being considered. Ratings will be based on evaluation of personal and professional qualifications from the information furnished in the application. Confidential inquiries to applicant's supervisors and other professional references may be made to obtain information concerning the applicant's knowledge, skill and ability in social work practice, supervision and administration.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR 930, subpart A.

DRIVER'S LICENSE: For certain positions, a current driver's license may be required from the State in which assigned.

EXAMPLE A

CONDITION OF EMPLOYMENT

I, _____, understand that I must produce evidence of my (State) license, registration or certification as described in the Social Worker qualification standard in VHA Supplement, MP-5, part I, Chapter 338, Appendix 338A, dated _____ , _____ , to officials of the Department of Veterans Affairs, _____ Medical Center not later than _____ , _____. I have been given a copy of the certification criteria, and I understand that failure to acquire such licensure, registration or certification and make available documentation of its receipt may result in the termination of my employment.

(Name)

(Date)

Witnesses:

(Name)

(Date)

(Name)

(Date)

QUALIFICATION STANDARD

JUNIOR SOCIAL WORKER

(File as GS-185)

NOTE: Appointments to these positions will be under authority of 38 U.S.C. 7405.

AUTHORITY: 38 U.S.C. 7402

DUTIES: The Junior Social Worker employed temporarily for the period between applicant's first and second years of graduate training (usually the summer) works under close supervision. Assignments are similar to those performed by student trainees, but with major emphasis on assisting patients and their families with environmental problems.

EDUCATION AND EXPERIENCE REQUIREMENTS: All applicants must have successfully completed the first year of graduate training in an accredited school of social work including supervised fieldwork in casework or clinical group work. In addition, applicants must be enrolled or accepted for enrollment in the second year of graduate training for the next full academic year following the summer employment.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR 930, subpart A.

QUALIFICATION STANDARD**SOCIAL WORK TRAINEE – STUDENT****(File as GS-185)**

***NOTE:** These positions are established and all appointments are made under 38 U.S.C. 7405 for paid trainees or under 38 U.S.C. 513 for Without Compensation (WOC) trainees.*

AUTHORITY: 38 U.S.C. 7402

DUTIES: The social work trainee-student engages in fieldwork under close supervision at an approved VA establishment. The duties are performed in keeping with the requirements of an accredited graduate school of social work.

EDUCATION AND EXPERIENCE REQUIREMENTS

First Level. All applicants must have a bachelor's degree from a college or university of recognized standing and shall be enrolled or accepted for enrollment in the first year program of an accredited graduate school of social work. In addition, the applicant must have had an above average academic record in the applicant's undergraduate school. Although the major subject is not prescribed, the record must show that the applicant has had a good liberal arts education and a well-rounded knowledge of the social sciences obtained through study of some of the following subjects: economics, political science, sociology, history, cultural anthropology, psychology, and social welfare. The required personal interview must show a combination of personal qualities essential for professional practice of social work such as: intellectual capacities, health, social adjustment, a genuine interest in people, and a ready ability to establish relationships with them. ***NOTE:** The accredited graduate schools of social work are those accredited by the Council on Social Work Education (CSWE) and schools listed by the CSWE as associate members working toward accredited status.*

Second Level. All applicants must have successfully completed the first year of graduate training in an accredited school of social work including supervised fieldwork. In addition, applicants must be accepted for admission to the second year curriculum in an accredited school of social work. The record during training must give evidence of personal qualities desirable for employment in a medical setting.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATION STANDARD

SOCIAL WORK ASSOCIATE

GS-187-5/8

AUTHORITY: 38 U.S.C. 7402

PART I

DUTIES: Performs a wide variety of duties in support of professional social workers, providing assistance and services as prescribed for individual cases by social workers in conjunction with their professional treatment. Assignments include interviewing patients and others for informational or service purposes; handling selected referrals to social and health agencies; obtaining and compiling data and similar types of work. GS-5 is a trainee level. At the higher grades work is more complex and there is less close supervision.

REQUIREMENTS

EDUCATION: Bachelor's degree from an accredited college or university in major fields of study such as: social welfare, sociology, psychology, public administration, philosophy, education, anthropology, history, economics and/or English.

EXPERIENCE

GS-5: None.

GS-7: One year of experience as a social welfare worker or social work assistant in a voluntary, public, social, or health agency.

GS-8: Two years of such experience, which must have included 1 year in a medical setting.

QUALIFYING EXPERIENCE: Must have been of a quality and scope to enable applicants to perform assignments typical of the grade level for which considered. For GS-7/8, applicants must have had 1 year of experience at a level of difficulty and responsibility equivalent to the next lower grade in the Federal service.

BASIS OF RATING: Applicants are rated on a scale of 100 on the extent and quality of education and experience in relation to the requirements for these positions. Ratings based upon information furnished in application and any additional evidence available.

PERSONAL QUALITIES: Applicants must be suited in personality and temperament for this work and must have demonstrated ability to work well with others.

INTERVIEW: Before appointment, qualified candidates may be requested to appear for an interview.

DRIVER'S LICENSE REQUIREMENT: A driver's permit in the State or Territory in which assigned may be required. If required, candidates must pass a Federal service driving test.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR 930, subpart A.

PART II

EXAMINING GUIDE (INTERNAL USE ONLY)

BASIS OF RATING: Rating procedure III is suggested. Transcripts and evaluations from teachers should be obtained to determine quality of educational performance. Evaluations should also be obtained from supervisors of previous employment, including part-time and summer.

Relatedness, quality, and extent of education and experience should all receive consideration in the rating schedule established. Completion of the undergraduate curriculum in social welfare in a college or university, which is a constituent member of the Council on Social Work Education, should be rated higher than other less related curricula.

RECENCY: Recency of education and/or experience may be considered in relative ranking, but will not be the sole basis of disqualification.

PERSONAL CHARACTERISTICS: Any evidence that an applicant lacks the ability to work well with others should reduce the applicant's rating.

QUALIFICATION STANDARD

RECREATION AID AND ASSISTANT SERIES

GS-189-1/6

AUTHORITY: 38 U.S.C. 7402

The Qualification Standard for Recreation Aid and Assistant, GS-189, in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A and IV-B-36, has been approved for use in VA.

NOTE: *In the announcement and in recruiting for these positions, applicants are to be informed that appropriate credit will be given for voluntary participation in community, social service, and similar activities.*

WAIVERS: If specific requirements of this standard are not met, but composite qualifications of an individual show superior potential or demonstrated ability to perform at the required level, requirements may be modified or waived by the Under Secretary for Health, or designees. (See appropriate paragraphs of MP-5, Part I, Chapter 338.

QUALIFICATION STANDARD**REHABILITATION MEDICINE COORDINATOR****GS-301-9/15****AUTHORITY: 38 U.S.C. 7402****PART I**

DUTIES: Supervises and coordinates the medical administrative activities of a Physical Medicine and Rehabilitation Service at a VA medical center, domiciliary, or clinic, including all or most of the following therapies: corrective, educational, manual arts, physical, occupational, recreation and blind rehabilitation. Responsible for rehabilitation counseling and for coordinating such functions with other medical services and rehabilitation activities.

REQUIREMENTS

Education: Bachelor's degree from an accredited college or university with a major in one of the therapies under preceding paragraph "Duties;" or, study, which included an average of at least 6 semester hours per year in one or any combination of the following: education (general, physical, or health), industrial arts, industrial education or agriculture.

Experience

	Total	General	Specialized *
GS-9	2 years	1 year	1 year
GS-10	2 ½ years	1 year	1 ½ years
GS-11/15	3 years	1 year	2 years

*3 months must have been of type A or B.

General: Experience as a therapist, or instructor-therapist, in a physical medicine and rehabilitation therapy activity of a hospital program of medical rehabilitation or reconditioning which included an organized group of therapy activities; or, experience in one or more of the following fields: hospital management; medical administration, supply or personnel management; medical or psychiatric social work; vocational counseling, guidance or placement for persons with physical disabilities or other disabilities; clinical psychology; teacher or supervisor of teachers of persons with disabilities in a hospital, rehabilitation center, school for persons with disabilities, or homebound educational program.

Specialized

A. Medical administrative director, coordinator, or comparable official of a program of physical medicine and rehabilitation or reconditioning at a hospital in which the duties included medical administrative supervision and coordination of an organized group of therapy activities.

B. Assistant to, or trainee for, this position under the medical administrative director or coordinator of a program of physical medicine and rehabilitation or reconditioning at the hospital level.

C. Supervisor of a complete medical rehabilitation therapy specialty of a hospital or clinic program of physical medicine and rehabilitation or reconditioning.

Level and Quality of Experience: Applicants for positions at grades GS-11 and below must have had at least 6 months of experience at a level equivalent to the next lower grade in the Federal service, or 1 year equivalent to the second lower grade. Applicants for grades GS- 12 and above must have had at least 1 year of experience equivalent to the next lower grade.

The required amount of experience will not in itself be acceptable as proof of qualification. The applicant's record of experience and training must show the ability to perform all of the duties of the position.

Substitution: Master's degree from an accredited college or university in one of the specified educational fields which included or was supplemented by clinical practice or equivalent experience in a therapy specialty for 1 year of general experience.

Doctoral degree from an accredited college or university with a concentration of study in one of the fields outlined under Education which included or was supplemented by clinical practice or equivalent experience, meets the requirements for grades GS-10/11 provided at least 3 months of A or B type specialized experience is shown.

BASIS OF RATING: Applicants are rated on a scale of 100, based on extent and quality of experience and training. Rating based upon application and any additional evidence secured. Recency of experience and training considered.

PERSONAL CHARACTERISTICS: Ability to work effectively as part of a team, to deal with people in a tactful manner, and to exercise good judgment.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

PART II

EXAMINING GUIDE (Internal Use Only)

BASIS OF RATING: This standard is primarily for use in noncompetitive actions. If competitive examinations are conducted, rating procedure III is suggested. Relatedness, quality and extent of education and experience should all receive consideration in the rating schedule established. Recency of education and experience will be considered in relative ranking, but will not be the sole basis for disqualification.

TRAINEE POSITIONS: This standard may be adapted for use with a “trainee” position by eliminating the requirement of 3 months A or B type specialized experience for noncompetitive actions.

WAIVERS: If specific requirements of this standard are not met, but composite qualifications of an individual show superior potential or demonstrated ability to perform at the required level, requirements may be modified or waived by the Under Secretary for Health.

NOTE: *In recruiting and examining for these positions, there should be assurance that appropriate credit is given to applicants for participation in community, social service, and similar volunteer activities.*

QUALIFICATION STANDARD**MICROBIOLOGIST****GS-403-5/15****AUTHORITY: 38 U.S.C. 7402**

DUTIES: Microbiologists perform professional and scientific work in connection with the identification, culture, study, control, and use of microorganisms. Most of the work is performed in a laboratory environment and is generally concerned with research and development or medical activities. The nature of the work may vary considerably with the assignment, some dealing primarily with specific kinds of microorganisms, such as the protozoa, bacteria, microparasites, algae, fungi, viruses, rickettsiae, and similar microscopic and submicroscopic forms; some being concerned with a specific field or area of work, such as immunology, serology, physiology, genetics, taxonomy, and cytology, as these fields relate to microbiology; some placing emphasis on microorganisms as pathogenic and immunizing agents; and some relating to the development and use of specific kinds of methodologies and techniques or to the use of organisms in medical, sanitary, and similar fields where the science of microbiology is applied.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education: All applicants must have successfully completed a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree with major study in microbiology, bacteriology, biology or chemistry with at least 30 semester hours in biological science and 20 semester hours in the physical and mathematical sciences.

This course-work must have included:

- a. At least 10 semester hours in microbiology in such subjects as bacteriology, microbiology, immunology, serology, algology, mycology, parasitology, protozoology, rickettsiology, tissue culture, or virology.
- b. At least 10 semester hours in microbiology in such subjects as food, dairy, soil, industrial, public health, agricultural, applied bacteriology, or microbiology, genetics, physiology, metabolism, taxonomy, epidemiology, animal, or plant physiology or pathology, and similar courses, provided these courses were oriented toward the study of microorganism. (The remaining 10 semester hours may have been in other biological science courses.)
- c. Course-work in qualitative and organic chemistry or biochemistry, physics and college algebra, or their equivalent.

NOTE: *The quality of this course-work must have been such that it would serve as a prerequisite for more advanced courses in the field of science to which it pertains.*

QUALIFYING COURSE-WORK IN MICROBIOLOGY AND BACTERIOLOGY: This standard considers microbiology to be a broad field of science encompassing a number of scientific disciplines or areas of science, the fields in which this science is applied, and related fields where the work is concerned with or involves microbiology. The scientific disciplines or areas of this science include bacteriology, immunology, serology, algology, mycology, parasitology, protozoology, rickettsiology, tissue culture, virology and similar disciplines or areas of science. The applied fields include food, dairy, public health, industrial, medical laboratories, and similar areas in which microbiology is applied. Related fields include taxonomy and systematics, plant or animal physiology or pathology, epidemiology, ecology, and similar disciplines or areas of science where the work is directly related or applied to microbiology. Except where the course-work deals with a limited and specific segment of the science, where it might be limited in usefulness, most of the work, including that dealing with the development and use of microbiological methods, procedures, and techniques, is qualifying. In interpreting the substantive value of the course-work, partial or total credit may be given for courses in related fields, depending on the degree to which it is related to microbiological work.

EXPERIENCE: In addition to meeting the educational requirements stated in the preceding paragraphs, applicants must have had appropriate experience in (1) the general field of microbiology, (2) one of the specialized areas or applied fields of microbiology, or (3) a field of science directly related and applicable to microbiological work or microbiological research as follows:

GS-5: No additional training or experience needed.

GS-7: At least 1 year of professional experience in a microbiological science.

GS-9: At least 2 years of professional experience in a microbiological science which shows that the applicant has (a) a general working knowledge of microbiology or of one or more areas of specialization, (b) a working knowledge of and ability to apply the methodology required, and (c) the ability to perform work independently.

The quality of the experience, graduate study or combination of graduate study and experience must be such that it shows the applicant possesses (1) a knowledge and understanding of the laboratory techniques applied in the type of work for which the applicant is being considered, and (2) the ability to exercise independent judgement in evaluating and interpreting the results of the applicant's work and/or an aptitude for research work.

GS-11: At least 3 years of professional experience in microbiological science which shows that the applicant has (a) a thorough grasp and working knowledge of the science of microbiology, including an understanding of the biological and biochemical theories, laws, and principles underlying the work, (b) a working knowledge of and the ability to apply either general microbiological methodology or the specific methodology typical of the discipline or area of specialization in which the applicant is expected to work, and (c) the ability to perform difficult work with only general supervision.

GS-12: At least 3 years of professional experience in a microbiological science, or comparable professional experience in a directly related area of science where the work is microbiological in nature, which shows that the applicant has (a) a comprehensive understanding of the scientific theories, laws, and principles underlying microbiology, as well as a thorough knowledge of microbiology or one of the areas of specialization, (b) a sound working knowledge of, and ability to apply, adapt, and develop the specific methodology required for the work, (c) the ability to work independently and perform difficult, responsible, and highly specialized work, and (d) either the ability to direct microbiological work of a highly complex nature, or the ability to plan, organize, carry out, interpret, and report on the results of work of a difficult nature.

This experience must have been equivalent in difficulty to that of the GS-11 grade in this series of positions, and must show that the applicant has a broad knowledge and understanding of the scientific principles and procedures involved, the ability to plan, conduct, and report on research as an independent investigator, and the ability to prepare the results for publication.

GS-13: At least 3 years of professional experience in a microbiological science, or a comparable professional experience in a directly related area of science where the work is microbiological in nature or can be related directly to the specific area of specialization for which the applicant is being considered, which shows that the applicant has (a) a comprehensive knowledge and understanding of the sciences underlying microbiology and of how the theories, laws, principles, and practices of these sciences apply to microbiology or to the areas of specialization in which the applicant is expected to work, and (b) a comprehensive understanding and working knowledge of the methodology applied in the applicant's work, and the ability to apply, adapt, and develop methods, procedures, and techniques to fit the needs of his/her specific work situation. The quality of the applicant's experience or combination of graduate study and experience should be such that it clearly shows that the applicant has (1) the ability to perform difficult, complex, and responsible microbiological work which requires the ability to plan, schedule, coordinate, and advise on special problems or phases of work, or (2) the ability to act as a consultant on work of a similar nature and difficulty. The applicant's total experience must also have demonstrated, through accomplishment, the ability to initiate and pursue to a logical conclusion (1) original scientific research of considerable importance involving and requiring extensive knowledge of several disciplines or specialized areas of microbiology, or (2) advanced original research in a limited but highly specialized complex area of microbiology.

GS-14: At least 3 years of professional experience in a microbiological science, or comparable professional experience in a directly related area of science where the work is microbiological in nature and can be applied directly to the specialization for which the applicant is being considered, which shows the applicant has (a) a comprehensive and authoritative knowledge of microbiology and the related sciences and the ability to plan, organize, and perform exceptionally difficult and responsible work of a nature which must meet high and exacting professional standards; (b) the ability to plan, schedule, coordinate, and advise on special phases of microbiological work, and the ability to perform exceptionally difficult microbiological work, or (c) the ability to act as a consultant on work of similar nature and difficulty.

The total experience must have demonstrated, through accomplishment, (1) the ability to plan, organize, initiate, and carry out very difficult and original scientific research which requires comprehensive knowledge of scientific principles and techniques and outstanding competence in their application, or (2) the ability to assume the responsibility for the technical direction of a group of scientists engaged in difficult and complex original scientific research.

GS-15: At least 3 years of professional experience which shows that the applicant has (a) an outstanding and comprehensive knowledge of microbiology and the related sciences; and the ability to plan, direct, and conduct extremely difficult microbiological work, where the work is of major significance and the incumbent must be recognized for the applicant's outstanding professional competence and leadership in the field, or have received wide recognition for the applicant's attainment in the field, or (b) the ability to act as a consultant on work of similar nature and difficulty.

This experience must have afforded outstanding personal recognition in the field of biological research or have demonstrated the ability to plan, organize, and administer a major research program.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

For GS-7: successful completion of 1 academic year consisting of a full program of graduate study creditable toward meeting the requirements of an advanced degree with major study in microbiology may be substituted for the 1 year of experience.

For GS-9: successful completion of 2 academic years consisting of a full program of graduate study creditable toward meeting the requirements of an advanced degree with major study in microbiology may be substituted for the 2 years of experience.

For GS-11: successful completion of all requirements, including the thesis, for a Ph.D. or equivalent degree in microbiology, or in a closely related field of science, where the total training can be applied directly to the type of microbiological work the applicant will be expected to perform may be substituted for the 3 years of experience.

At the GS-12 and higher grades, except for applicants who qualify for the GS-12 grade on the basis of superior graduate study, graduate study may not be substituted for the required year of experience equivalent in difficulty to that of the next lower grade.

QUALITY GRADUATES: Persons who have either a bachelor's degree, master's degree, 2 years of graduate study, or a Ph.D. degree appropriate to microbiology work as described in this standard may be rated eligible for the next higher grade; i.e., GS-7, GS-9, GS-11, and GS-12, as the case may be, provided the superior graduate criteria prescribed in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section II.E.4.(f) are met.

STUDENT TRAINEE EXPERIENCE: Appropriate student trainee experience which meets the criteria prescribed in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section II.E.3.(j), may be credited toward the GS-7 experience requirements on a month-for-month basis up to a maximum of 12 months.

QUALITY OF EXPERIENCE REQUIRED: For positions at grades GS-11 and below, applicants must show 1 year of experience at a level of difficulty comparable to that of the second lower grade in the Federal service. For grades GS-12 and above, applicants must show 1 year of experience at a level of difficulty comparable to that of the next lower grade in the Federal service. This requirement is met when applicants qualify on the basis of education as outlined above under substitution of education for experience, quality graduates, and student trainee experience.

For positions at GS-9 which involve a substantial amount of work in a specific specialized area or applied field of microbiology, at least 6 months of the experience at the second lower grade must have been in the appropriate area for which the applicant is being considered.

For the GS-11 and higher grades of such specialized positions, at least 1 year of experience must have been (1) sufficiently specialized to insure adequate familiarity with the area of specialization or applied field of microbiology involved and (2) equivalent in difficulty to that of the second lower grade in the Federal service.

For all grades and kinds of positions, in order to meet the minimum requirements, applicants must show that their total background of education, training, and experience has given them the specific knowledges, skills, and abilities needed to perform the duties of the position for which they are being considered, considering that they will be given a reasonable amount of orientation on the job.

QUALIFYING FIELDS OF GRADUATE STUDY: Graduate study used to meet the requirements of positions in grades GS-7 through GS-12 is generally considered to be fully qualifying if it placed major emphasis on such fields as microbiology or bacteriology, or on specific areas of study such as mycology, algology, protozoology, parasitology, immunology, serology, microbial genetics, or dealt with specific applied fields of microbiology, such as public health, epidemiology, etc. Graduate study in related fields, such as biochemistry, animal or plant physiology, genetics, plant pathology, insect disease control, etc., may also be pertinent, provided it involves or has direct application of microbiological work. The value of such study is judged on the basis of whether it was in a major or minor field of study, its contribution to the applicant's total background of experience and training, and its value in relation to the specific requirements of the positions for which the applicant is being considered.

COMBINATIONS OF SUPERIOR COLLEGE OR GRADUATE WORK AND

EXPERIENCE: Applicants whose records show that they either met, or would have met, the superior college or graduate student requirements for GS-7, GS-9, GS-11, or GS-12 within 2 years of the time they are rated, but who did not enter the Federal service, provided their subsequent experience has been progressive and responsible and has kept them up to date in their field, and provided at least 1 year of the experience has been of a level and difficulty equivalent of the college work, may be rated eligible for the next higher professional grade, i.e., GS-9, GS-11, GS-12, or GS-13 (see OPM's "Operating Manual for Qualification Standards for General Schedule Positions.").

CREATIVE OR OUTSTANDING RESEARCH: Where applicants show positive evidence that they have performed highly creative or outstanding research, which has led or can lead to

major advances in a specific area of research, or to a major advance in the field of microbiology, they may be rated on this basis for highly demanding research positions which require similar abilities in order to perform the work. Applicants who meet this criterion may be rated eligible for the next higher grade above that for which they would normally be rated, provided they have not been rated at this grade on the basis of meeting one of the superior college study requirements described in the preceding paragraphs.

To receive this credit, the work must have been creative in the sense that it developed a basic principle, concept, method, approach, or technique (or provided a body of basic information) which opened the way for major advances in the field of microbiology by providing a method of solving other problems, opening areas of research, or providing the means of exploiting the application of the science in a major area.

SUPERVISORY OR MANAGERIAL ABILITY: The duties of some microbiologist positions involve supervisory and managerial responsibilities related to the operation of laboratories or laboratory programs, especially at the GS-12 and higher grades. For these positions, applicants must show that their experience and training have equipped them to manage a laboratory or laboratory program.

QUALIFICATIONS INQUIRIES: For all grades of these positions, confidential inquiries, including contacts with the applicants' supervisors and associates or with other persons familiar with their qualifications, may be made to obtain further information about their technical, professional, scientific, and personal qualifications, and their character and suitability for these positions.

SELECTIVE CERTIFICATION: As outlined under quality of experience, many positions in this series require highly specialized knowledges in one or more specific scientific areas or fields of microbiology, or the ability to apply highly specialized scientific techniques to problems peculiar to a specific type of research. Examining offices may restrict certification to eligibles meeting such specialized requirements or may establish registers of eligibles based upon such requirements.

BASIS OF RATING: No written test is required. Applicants' qualifications will be rated on a scale of 100, and will be evaluated on the basis of their education, training, and experience as shown in the application and on corroborative evidence obtained by Federal civil service examiners.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or

speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to

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perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATION STANDARD**NUCLEAR MEDICINE TECHNOLOGIST****GS-601****AUTHORITY: 38 U.S.C. 7402**

DESCRIPTION OF WORK: Nuclear Medicine Technologists (NMTs) perform a wide variety of functional studies of organs and/or systems involving static and dynamic imaging procedures, the injection of radionuclides and radiopharmaceuticals and the use of such specialized equipment as integrated computer/imaging systems, single photon emission tomography, etc., in combination with a variety of radioimmunoassay (in vitro) laboratory procedures on biological specimens. The work requires a professional knowledge of the field of nuclear medicine technology and those aspects of chemistry, physics, mathematics, and the biomedical sciences that relate to nuclear medicine.

BASIC REQUIREMENT: All applicants must be certified in nuclear medicine by the Nuclear Medicine Technology Certification Board (NMTCB) or the American Registry of Radiologic Technologists (ARRT).

1. **Exceptions for Applicants.** Uncertified applicants who otherwise meet the eligibility requirements for NMTCB or ARRT certification (see par, 3, Certification Eligibility) may be given a temporary appointment not to exceed 1 year; **or** they may be appointed subject to obtaining the required certification during their probationary period. Those who fail to obtain NMTCB or ARRT certification in nuclear medicine during that year must be removed from the GS-601 NMT series, which may result in termination of employment. A statement citing this condition of employment must be signed by each NMT appointed under these provisions and filed in the employee's Official Personnel Folder (OPF). Requests for extending uncertified NMTs beyond the probationary period are inappropriate.

If, after positive recruitment activities, there are no acceptable applicants who meet these requirements, the Chief Patient Care Services Officer may authorize a medical center director to recruit otherwise qualified candidates who show evidence of training, experience, and competence to be equally protective of patient health and safety. Requests to initiate broad-based recruitment using a modified standard that meets the requirements of MP-5, Part I, Chapter 338, should be submitted, through channels, to the Deputy Assistant Secretary for Human Resources Management, Customer Advisory and Consulting Group (051).

2. **Exceptions for Current Employees**

a. **Nuclear Medicine Technologists.** Each uncertified NMT who was permanently employed on June 21, 1986, and whose competence in the safe administration of radiopharmaceuticals was affirmed in writing by a licensed VA physician not later than January 1, 1987, and documented in the employee's OPF; or any licensed NMT hired before receipt of this standard: is considered to meet the certification requirements and may be reassigned or promoted in this occupation.

b. **Nuclear Medicine Technicians.** Upon receipt of this November 8, 1990 standard, any permanently employed Nuclear Medicine Technician whose competence was certified as stated in the preceding, is considered fully qualified in this occupation at their present grade **if** the following conditions are met:

(1) The employee is found to be performing professional NMT duties on a regular and recurring basis, as evidenced by a thoroughly documented position review, and

(2) The employee's job is reclassified to the GS-601 NMT occupation. Any employee initially retained under these exceptions who leaves this occupation in VA or transfers to another agency loses protected status and must meet the full requirements in effect at the time of reentry. A statement to this effect is to be signed and dated by the incumbent, the Chief, Nuclear Medicine Service, and the Chief of Staff, and retained on the right side of the employee's OPF.

3. **Certification Eligibility.** NMTCB or ARRT certification eligibility requirements are normally satisfied by one of the following:

a. Graduation from an educational program in nuclear medicine technology accredited by the Committee on Allied Health Education and Accreditation;

b. National certification as a registered medical technologist, registered radiologic technologist, registered nurse, or a bachelor's or associate degree in one of the physical or biological sciences, and 4 years of clinical nuclear medicine technology experience.

NOTE: *Candidates who have obtained ARRT or NMTCB certification in nuclear medicine through methods other than those listed above meet minimum requirements for GS-5.*

EXPERIENCE REQUIREMENTS: In addition to meeting the basic requirement, applicants must have professional nuclear medicine technology experience as specified in the following:

GS-5: None beyond the basic requirement.

GS-7: 1 year of experience equivalent to GS-5.

GS-9: 1 year of experience equivalent to GS-7.

GS-11: 1 year of experience equivalent to GS-9.

SUPERIOR ACADEMIC ACHIEVEMENT: The superior academic achievement provisions in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section II.E.4.(f), apply.

PERSONAL CHARACTERISTICS: NMT positions usually require frequent contact with patients and with professional and supportive personnel who provide patient care. Such contact

requires technologists to be tactful, courteous, empathic, and patient. They must also be able to deal effectively with a variety of people, to work as team members, and to exercise good judgment.

SUPERVISORY POSITIONS: The Qualification Standard for Supervisory Positions in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A-29, is to be used in conjunction with this standard.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATION STANDARD

DIETITIAN AND NUTRITIONIST SERIES

GS-630

AUTHORITY: 38 U.S.C. 7402

a. The OPM qualification requirements for Dietitian and Nutritionist, GS-630, found in the Qualification Standards for Professional and Scientific Positions, in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A-9, have been approved for use in VA with the following additional requirement:

(1) All applicants must be registered with the Commission on Dietetic Registration, the credentialing branch of the American Dietetic Association (ADA).

(2) All persons permanently employed as GS-630 VA Dietitians at the time this February 15, 1990 standard is received are considered to have met the registration requirements in full. They may be promoted, demoted or reassigned within the GS-630 occupational series. Any employee initially retained in this manner who leaves this job series loses protected status and must meet the full requirements in effect at the time of reentry. A statement to this effect (see example A, p. 338A-46) is to be signed and dated by the Chief, Dietetic Service, and the Chief, Human Resources Management Office, and retained on the right side of the employee's OPF.

(3) All persons permanently employed as GS-630 VA Dietitians who are registered at the time this February 15, 1990 standard is received must maintain registration on a current basis to continue their employment in such positions.

b. Exceptions

(1) Non-registered applicants who otherwise meet the minimum requirements in the basic qualification standard may be given a temporary appointment not to exceed 1 year; or they may be appointed subject to obtaining the required registration during the probationary period. Those who fail to obtain ADA registration during that year must be removed from the GS-630 Dietitian series, which may result in termination of employment. A statement citing this condition of employment must be signed by each Dietitian appointed under these provisions and filed in the appointee's Official Personnel Folder.

(2) If, after positive recruitment activities, there are no acceptable applicants who meet these requirements, the Chief Patient Care Services Officer may authorize a medical center to hire otherwise qualified applicants, provided such persons show evidence of equal competence. Requests which meet the requirements of MP-5, Part 1, Chapter 338, should be submitted, through channels, to the Deputy Assistant Secretary for Human Resources Management, Customer Advisory and Consulting Group (051).

Example A

CERTIFICATION

Change 57 to VHA Supplement, MP-5, part I, chapter 338, appendix 338A, February 15, 1990, imposed a new American Dietetic Association registration requirement. This is to certify that _____ (name) _____ was permanently employed as a nonregistered VA Dietitian, GS-630-____, on _____ (date) _____ when the new standard was received in the _____ (facility) _____ VAMC Human Resources Management Office. Under paragraph a(2) of the VA Dietitian and Nutritionist qualification standard, _____ (name) _____ may be promoted, demoted, or reassigned within the GS-630 occupational series in VA. The employee's signature below attests to their awareness that if they leave this job series in VA or transfer to another agency, _____ (name) _____ loses protected status and must meet full requirements in effect at the time of reentry.

(Chief, Human Resources
Management Office)

(Date)

(Chief, Dietetic Service)

(Date)

(Employee)

(Date)

**THIS IS A QUALIFICATION DETERMINATION THAT IS TO BE RETAINED AS A
PERMANENT RECORD IN THE OFFICIAL PERSONNEL FOLDER.**

QUALIFICATION STANDARD

**DIETETIC INTERN;
DIETETIC INTERN (COORDINATED MASTERS)**

(File as GS-630)

AUTHORITY: 38 U.S.C. 7402

DUTIES: Participate in a formal training program under guidance of the Education Director in Dietetics and under direct supervision of qualified dietitians. Receives didactic and clinical learning experience in food service systems management, clinical dietetics and community nutrition which meet the essential requirements of the American Dietetic Association (ADA).

EDUCATION REQUIREMENTS: Bachelor's degree from an accredited college or university. This education must meet current requirements established by the ADA for entrance into an ADA accredited internship. ***NOTE:** Information on ADA requirements may be obtained from the American Dietetic Association, 216 W. Jackson Boulevard, Chicago, Illinois 60606-6995.*

Applicants for the Coordinated Masters Degree program must meet curriculum requirements and grade point average required for admission to the university associated with the VA dietetic internship.

PERSONAL CHARACTERISTICS: Ability to work effectively as part of a team, to deal with patients and personnel in a tactful manner, and to exercise good judgment. Demonstrated qualities of leadership and initiative in situations where independent action is warranted and the ability to adjust to existing situations.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATION STANDARD

DIETETIC RESIDENT

(File as GS-630)

AUTHORITY: 38 U.S.C. 7402

DUTIES: The dietetic residency is an 18-month combined academic and professional program. The resident, assigned to a VA medical center, performs dietetic duties, including activities relating to the area in which graduate study is being taken. In addition, the resident attends graduate classes to satisfy the requirements for a master's degree in dietetics or an allied field.

REQUIREMENTS: Applicants may qualify on the basis of the following:

1. Completion of an approved dietetic internship in a VA medical center. Applicants will be considered for selection from dietetic interns in VA, subject to completion of the course, or
2. Completion of an approved dietetic internship outside VA, provided they are dietitians on duty in VA.
3. Ability to get along well with others, to deal with patients in a tactful and sympathetic manner, and to exercise good judgment.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

NOTE: *In recruiting and examining for these positions, there should be assurance that appropriate credit is given to applicants for participation in community, cultural, social service, and similar volunteer activities.*

QUALIFICATION STANDARD

OCCUPATIONAL THERAPY TRAINEE – STUDENT

(File as GS-631)

AUTHORITY: 38 U.S.C. 7402

DESCRIPTION OF TRAINING: Students enrolled in schools of occupational therapy accredited by the American Medical Association (AMA) receive clinical training in occupational therapy at those VA medical facilities which provide an affiliated clinical training program in the fields of psychiatry, physical disabilities or geriatrics. Such training is a portion of that required for graduation from accredited schools of occupational therapy.

REQUIREMENTS

1. All applicants must have completed those portions of the prescribed didactic (classroom) program applicable to the medical specialty area or areas in which clinical training is requested.
2. All applicants must be candidates for a degree or certificate from a school of occupational therapy accredited by the AMA.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR Part 930, Subpart A.

QUALIFICATION STANDARD**CORRECTIVE THERAPIST****GS-635-6/15****AUTHORITY: 38 U.S.C. 7402**

DESCRIPTION OF WORK: Corrective therapists perform professional corrective therapy work requiring application of a knowledge of the concepts, principles, and practices of corrective therapy, and the use of therapeutic corrective exercises to maintain or improve the general state of health of patients by preventing muscular deterioration, conserving and increasing strength, maintaining function and retaining mobility. Corrective therapists evaluate the history of patients by interviews, tests and measurements, and use such findings and the therapy orders of physicians to develop and implement corrective therapy programs for individual patients. These teaching activities are directed toward achieving therapeutic objectives such as instructing patients in ambulation and educating patients to develop skill and understanding in activities of daily living.

BASIC REQUIREMENTS FOR GS-5 TRAINEES: Applicants who have successfully completed a course of study in an accredited college or university leading to a bachelor's degree with a major in physical education or corrective therapy meet minimum requirements for temporary employment in VA training programs at the GS-5 level.

BASIC REQUIREMENTS FOR ALL GRADES, GS-6 AND ABOVE: Candidates for all positions must have successfully completed a course of study in an accredited college or university leading to a bachelor's degree with a major in physical education or corrective therapy. This education must have included or been supplemented by clinical practice obtained in a VA approved training program. ***NOTE:** This training program is the transitory period between an academic environment and the medical environment which enables the student to apply textbook knowledges as a professional corrective therapist in an actual medical treatment situation.*

In addition to a knowledge of the goals, principles, methods, and techniques of the broad general field of corrective therapy, candidates must possess the following therapy-oriented knowledges, skills and abilities:

Knowledge of anatomy, physiology, kinesiology and social psychology.

Knowledge of normal body mechanics and human locomotion.

Knowledge of disease entities including causes, course of disease, symptoms and signs, treatment and prognosis (this includes accident-caused abnormalities).

Ability to devise appropriate programs of therapeutic exercise.

Skill in teaching various physical activities to patients.

Knowledge of applied psychological principles.

Knowledge of physical skills and applied techniques.

Knowledge of physical fitness tests and procedures.

Knowledge of prosthetics and orthotics.

These knowledges, skills or abilities are typically acquired through a degree program in physical education together with a degree-related program of clinical practice in a rehabilitation medicine setting which has given the candidate exposure to the corrective therapy needs of persons who are ill, disabled, or aging.

GS-6. These requirements which apply to all grades are fully qualifying for positions at grade GS-6. Completion of the required substantial program of clinical practice planned to assure professional competence in addition to the bachelor's degree is considered sufficient experience for this entry level.

EXPERIENCE REQUIREMENTS

A. Amounts of Experience. In addition to the education requirements, applicants must meet the following:

GS-6: None.

GS-7: In addition to the requirements for the GS-6 level, 6 months of professional corrective therapy experience which shows a full professional understanding of the theories of treatment in corrective therapy and their proper application through the use of corrective and therapeutic physical rehabilitation and reconditioning procedures.

GS-9: In addition to the requirements for the GS-7 level, 1 year of professional corrective therapy experience which demonstrated a broad knowledge and understanding of the principles and techniques in the use of corrective therapy. This experience must include interpretation of physicians' prescriptions, modification of standard techniques in unusual cases and programing for patients. For positions that have the responsibility for conducting a special program, e.g., spinal cord injury, psychiatric, hemiplegic, chronic lung disease, cardiopulmonary evaluation and conditioning, clinical training, specialized experience and/or training in such a program is required.

GS-11: In addition to the requirements for GS-9, 1 additional year of corrective therapy experience. This must demonstrate an extensive knowledge and understanding of the principles and techniques in the use of corrective therapy.

GS-12 and above: No additional years of experience. The experience must show, however, the ability to plan, or assist in the planning of a complete integrated corrective therapy program (see quality level of experience requirements in par. B following).

QUALIFYING EXPERIENCE: Experience must have been in a program of corrective and therapeutic physical rehabilitation or reconditioning in a hospital, domiciliary, convalescent or nursing home, rehabilitation center, school or private office of a physician, or other organized treatment program which was medically directed.

B. Quality (Level) of Experience. For positions at all grade levels, the experience required must have been at a sufficiently high level of difficulty and responsibility to demonstrate the ability to perform the duties and responsibilities of the positions for which the candidate is applying. Therefore, for positions in grades GS-11 and below, at least 6 months of the required experience must have been at a level of difficulty comparable to that of the next lower grade, or 1 year comparable to the second lower grade, in the Federal service. For grades GS-12 and above, at least 1 year of the required experience must have been at a level of difficulty comparable to that of the next lower grade in the Federal service. Applicants qualifying solely on the basis of education will be considered to have met the quality of experience requirements.

REGISTRATION OR CERTIFICATION: Registration or certification by the American Corrective Therapy Association (ACTA) or other State or medical society sponsored registry board is not required. Such registry or certification may, however, be used, along with other pertinent information, as a quality level indicator in the evaluation of candidates.

SUBSTITUTION OF GRADUATE EDUCATION FOR EXPERIENCE

For GS-7. Successful completion of 1 year of graduate study at an accredited college or university in a field appropriate to corrective therapy such as physical education with substantial study in anatomy, physiology, kinesiology, etc., and completion of the required clinical practice as described under basic requirements. Eighteen semester hours are considered equivalent to a full academic year of graduate education.

For GS-9. Successful completion of all requirements for a master's degree or 2 full years of graduate education, as described in the preceding paragraph, and completion of the required clinical practice.

SUPERIOR ACADEMIC ACHIEVEMENT: Superior academic achievement at the baccalaureate level is qualifying at grade GS-7. A combination of superior academic achievement and appropriate professional experience is qualifying at grade GS-9. In each case the pertinent criteria in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section II.E.4.(f), must be met.

PERSONAL CHARACTERISTICS REQUIRED: The work of the corrective therapist requires sympathy and sensitivity to the needs and feelings of patients. It calls for such personal traits as empathy, stability, objectivity, resourcefulness, adaptability, and sound judgment.

Corrective therapist positions require the ability to work harmoniously and effectively with others and to establish and maintain satisfactory working relationships with individuals and groups. Another requirement is the ability to inspire self-confidence in and to motivate patients to carry out therapy treatments.

In filling positions through either competitive or inservice placement, appointing officers should assure themselves that candidates possess these qualities to the degree necessary for satisfactory performance of the duties of the position.

BASIS OF RATING: No written test is required. Candidates will be rated on a scale of 100. The basis of rating will be an evaluation of the quantity and quality of an applicant's education, training, experience, and personal qualifications in relation to the duties and requirements of the specific position for which the applicant is being considered. Ratings will be based on statements in the application form, any supplemental information forms, college transcripts, and any additional evidence which may be received.

SUPERVISORY POSITIONS: For supervisory positions, use the Qualification Standard for Supervisory Positions in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A-29, in conjunction with this standard.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATION STANDARD**CLINICAL DIETETIC TECHNICIAN****GS-640-4/6****AUTHORITY: 38 U.S.C. 7402**

DESCRIPTION OF WORK: Clinical Dietetic Technicians (CDTs) are paraprofessionals who assist and support professional Dietitians in providing nutrition care to patients. Under the guidance of a Clinical Dietitian, their duties include interviewing patients and using pre-established criteria to identify patients at nutritional risk; gathering information from, and documenting in, the medical record; developing nutritional care plans for patients not at nutritional risk; monitoring and assisting in the evaluation of food intake; adjusting meal patterns and nourishments for selected patients to accommodate preferences and tolerances; counseling selected patients about their prescribed diets; teaching selected classes for groups of patients.

GENERAL REQUIREMENTS: Candidates for CDT positions must possess the following knowledges, skills, abilities, and other characteristics (KSAOs):

1. **Knowledge of human nutrition requirements in health and disease.** This includes knowledge of the nutrient needs and the indicators for nutritional care; ability to identify individuals at nutritional risk within the patient population using pre-established screening data; and ability to develop and/or adjust a nutritional care plan for patients not at nutritional risk.
2. **Ability to gather data from the medical record and document information pertinent to nutritional care.** This requires knowledge of medical terminology, abbreviations, laboratory tests, clinical, social and anthropometric data sufficient to understand nutrition-related material in a medical record; ability to interpret a physician's diet order; and ability to record accurate and understandable nutrition care plan information, for example, diet history, screening data, etc.
3. **Ability to monitor and influence the patient's nutritional intake.** This requires the ability to accurately observe and/or record dietary information from individual patients; knowledge of factors that influence or limit individual food choices, preferences and acceptance; knowledge of the psychological effect of food on the patient; ability to calculate the nutritional content of food intake; knowledge of the four basic food groups and the recommended amount of foods from each group; and knowledge of the principles and nutrient content of modified diets.
4. **Ability to provide nutrition education for selected groups of patients.** This includes the ability to identify basic nutrition education needs of individuals; ability to plan and present nutrition information for a pre-established patient outcome; ability to identify and use appropriate methods to determine a patient's understanding, compliance and use of nutrition principles; knowledge of meal planning, preparation, sanitation and food safety principles and the ability to teach them to patients.

5. **Skill in patient interviewing and nutrition counseling.** This includes knowledge of the principles of effective communication and ability to evaluate information obtained in a patient interview.
6. **Ability to interact and communicate orally with people from a variety of backgrounds** including other members of the health care team.
7. **Ability to function effectively in a support position within a clinical dietetic section of a general medical and surgical and/or psychiatric hospital.** This involves the ability to follow oral and/or written instructions, ability to accomplish work within established time frames; ability to work under pressure with constant interruptions; and ability to maintain composure under adverse conditions.

EDUCATION REQUIREMENTS: Candidates must have successfully completed a course of study in an accredited college leading to an associate degree in Dietetic Technology with an emphasis in Nutrition Care or the equivalent post-secondary education. In determining whether a candidate's education is equivalent, close attention should be paid to the numbers and types of courses completed and their content. The education should provide the candidate with the preceding listed KSAOs, particularly numbers 1 through 5 (KSAOs 6 and 7 can generally be acquired through experience). To do this it must have included instruction in nutrition care and diet therapy, the natural sciences (e.g., anatomy, physiology, biochemistry), social sciences (e.g., psychology, sociology), food sciences, medical terminology, communications and education. Because course titles vary, it is important to carefully evaluate course content in order to determine that these subjects are covered. In addition, qualifying education must include supervised field experience in a hospital or similar clinical setting.

***NOTE:** Each permanent employee whose position description reflects the full range of CDT duties as of the February 15, 1990, issue date of this qualification standard, and whose job is reclassified to that title is considered fully qualified. These employees may be promoted or reassigned within this occupation.*

Employees qualified for CDT positions under this provision who subsequently leave the occupation must meet the new qualification requirements to re-enter the occupation.

GUIDANCE FOR EVALUATING EDUCATION: An associate degree in Dietetic Technology (Nutrition Care) from a program approved by the American Dietetic Association (ADA) is preferred. Because the occupational study on which this standard is based showed graduates of these programs to be better equipped to provide substantive assistance and support to Clinical Dietitians, they should be given preferential consideration in the applicant evaluation process.

Applicants with an associate degree in Dietetic Technology without a designated subspecialty which included instruction in the subjects described in the preceding section Education Requirements also meet minimum requirements. Those programs approved by the ADA provide such instruction.

Individuals holding a bachelor's degree in Dietetics also meet the requirements of this position. The role of CDTs, however, is to support and assist professional Dietitians. Because the focus of associate degree Dietetic Technician programs is specifically to train people for these support positions, it is the preferred degree and should be so credited in rating and ranking qualified applicants.

Candidates with an associate degree in Dietetic Technology with an emphasis in Food Service Management generally do not possess the KSAOs required in a CDT position unless their degree has been supplemented by additional courses in nutrition care or by clinical experience which demonstrates possession of the required KSAOs.

EXPERIENCE REQUIREMENTS: Candidates who meet the education requirements described above are fully qualified for the GS-4 level. To qualify for higher grades, candidates must have had progressively responsible experience in the field of clinical dietetic technology in which they have demonstrated successful use of the KSAOs listed in the General Requirements Section of this standard. Candidates for GS-5 positions must have at least 6 months of specialized experience equivalent to GS-4. Candidates for GS-6 and above must have at least 1 year of specialized experience equivalent to the next lower grade.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATIONS GUIDELINES FOR UPWARD MOBILITY PROGRAMS

1. **Minimum Qualifications.** Applicants for Upward Mobility Programs which involve enrollment in a course of study leading to an associate degree in Clinical Dietetic Technology should meet all entrance requirements of the college in question.

2. **KSAOs.** The following KSAOs have been determined through a job analysis to be necessary for satisfactory performance as a CDT. Since these KSAOs, while they may be enhanced, are not necessarily acquired through college level coursework, applicants for the Upward Mobility Program should possess them to the degree needed to perform satisfactorily the duties of a CDT. Persons responsible for making minimum qualification determinations should use locally established criteria in ensuring that applicants have these KSAOs. The KSAOs are:

- a. Ability to communicate orally and interact with people from a variety of backgrounds.
- b. Ability to follow oral and written instructions.

- c. Ability to work under pressure with constant interruptions.
- d. Ability to maintain composure under adverse conditions.

3. **Rating and Ranking Criteria**

a. The following rating factors were shown by a job analysis to be useful in distinguishing superior from barely acceptable performance: **NOTE:** *They are provided for optional use in rating applicants for the Upward Mobility Program.*

- (1) Ability to follow oral and written instructions.
- (2) Ability to accomplish work within established time frames.
- (3) Ability to work under pressure with constant interruptions while maintaining composure.

b. Persons developing rating guides for Upward Mobility selections should keep in mind the likely applicant pool and include examples of experience, training, education, etc., which these individuals are likely to cite and which will aid in identifying the best qualified applicants. Because many applicants may not have had extensive work experience, it is particularly important to consider outside or unpaid activities and to include examples of these in quality levels. Many applicants may have demonstrated a high degree of these KSAOs through parenting, running a household or volunteer work in a church or community organization. These types of examples should be included in quality levels, and raters should be cautioned to give them appropriate weight in the rating process.

c. If, after applying the rating guide, further distinctions need to be made to identify the best applicants, an individual or panel interview may be useful. The interview should be structured so consistent, job-related information can be obtained from each applicant who scored highly using the rating guide. Particular attention should be paid to those skills and abilities which were not measured or not fully measured using the rating guide. For example, oral communication skills are important to the CDT and can be easily demonstrated and observed in an interview. Also, since the Upward Mobility Program consists of enrollment in, and completion of, a course of study leading to an associate degree, career goals and motivation might be explored in the interview. A method for assessing applicant performance during the interview should be devised and followed consistently in evaluating each applicant.

QUALIFICATION STANDARD**NUCLEAR MEDICINE TECHNICIAN SERIES****GS-642****AUTHORITY: 38 U.S.C. 7402**

GENERAL REQUIREMENTS: The qualification requirements for Nuclear Medicine Technician, found in the Group Coverage Qualification Standard for Technical and Medical Support Positions, in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A-7 to IV-A-11, have been approved for use in VA with the following additional requirements:

1. All applicants must be certified in Nuclear Medicine by one of the following:

- a. The Nuclear Medicine Technology Certification Board (NMTCB), or
- b. The American Registry of Radiologic Technologists (ARRT).

2. **Exceptions for applicants.** Uncertified applicants who otherwise meet the eligibility requirements for NMTCB or ARRT certification (see par. 4, Certification Eligibility) may be given a temporary appointment not to exceed 1 year; **or** they may be appointed subject to obtaining the required certification during the probationary period. Those who fail to obtain NMTCB or ARRT certification in nuclear medicine during that year must be removed from the GS-642 series, which may result in termination of employment. A statement citing this condition of employment must be signed by each Nuclear Medicine Technician appointed or assigned under these provisions and filed in the employee's Official Personnel Folder (OPF). Requests for extending uncertified Nuclear Medicine Technicians beyond the probationary period are inappropriate.

If, after positive recruitment activities, there are no acceptable applicants who meet these requirements, the Deputy Under Secretary for Health may authorize a medical center director to recruit otherwise qualified applicants, who show evidence of training, experience and competence to be equally protective of patient health and safety. Requests to initiate broad-based recruitment using a modified standard that meets the requirements of MP-5, Part 1, Chapter 338, may be submitted, through channels, to the Deputy Assistant Secretary for Human Resources Management (051).

3. **Exceptions for employees.** Each uncertified Nuclear Medicine Technician who was permanently employed on June 21, 1986, and whose competence in the safe administration of radiopharmaceuticals was affirmed in writing by a licensed VA physician not later than January 1, 1987, and documented in the employee's OPF, or any licensed Nuclear Medicine Technician hired before receipt of this November 8, 1990 standard, is considered fully qualified, and may be promoted, demoted or reassigned within the GS-642 occupation. Any employee initially retained in this manner who leaves this occupation in VA or transfers to another agency loses protected status and must meet the full requirements in effect at the time of reentry. A

statement to this effect is to be signed and dated by the incumbent, the Chief, Nuclear Medicine Service and the Chief of Staff, and retained on the right side of the employee's OPF.

4. **Certification Eligibility.** NMTCB or ARRT certification eligibility requirements are normally satisfied by the following:

a. Graduation from an educational program in nuclear medicine technology accredited by the Committee on Allied Health Education and Accreditation;

b. National certification as a registered medical technologist, registered radiologic technologist, registered nurse, or a bachelor's or associate degree in one of the physical or biological sciences, and 4 years of clinical nuclear medicine technology experience.

NOTE: *Candidates who have obtained ARRT or NMTCB certification in nuclear medicine through methods other than those listed above meet minimum requirements for GS-5.*

QUALIFICATION STANDARD

MEDICAL TECHNOLOGY TRAINEE – STUDENT

(File as GS-644)

NOTE: *Appointments to these positions will be on time-limited basis under authority of 38 U.S.C. 7405.*

AUTHORITY: 38 U.S.C. 7402

DESCRIPTION OF TRAINING: Trainee-students will be enrolled in an approved curriculum that provides hospital clinical training experience in medical technology. The training course is approved by the Council on Medical Education of the American Medical Association. Trainees completing the course will be eligible to take the examination of the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists. The course may lead to a baccalaureate degree in collaboration with an affiliated college or university.

REQUIREMENTS: Candidates for medical technology trainee status must:

1. Be accepted as a student in an affiliated school of medical technology approved by the Council on Medical Education of the American Medical Association.
2. Be a candidate for a bachelor's degree or submit evidence of having completed all of the requirements for the degree.
3. Meet the latest educational requirements of the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists. Completion of at least 3 years (90 semester hours) of college is required. In certain States the educational requirements of the State licensing authority must be met, e.g., California, which requires a bachelor's degree prior to entry into training.

NOTE: *Current educational requirements may be obtained from the Board of Registry of the American Society of Clinical Pathologists, Post Office Box 12277, Chicago, IL 60612-0277.*

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATION STANDARD

DIAGNOSTIC RADIOLOGIC TECHNICIAN/TECHNOLOGIST

GS 647-3/8

AUTHORITY: 38 U.S.C. 7402

The Qualification Standard for Diagnostic Radiologic Technologist, GS-647, in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Sections IV-A-7 and IV-B-105, has been approved for use in VA with the following additional requirements:

a. All applicants must be certified as a Diagnostic Radiologic Technologist by the American Registry of Radiologic Technologists (ARRT).

b. Each uncertified VA Diagnostic Radiologic Technician/Technologist who was permanently employed on June 21, 1986, and whose competence in the safe administration of ionizing radiation was affirmed, in writing, by a VA licensed physician not later than January 1, 1987, is considered fully qualified. These employees may be promoted, demoted or reassigned within the GS-647 occupational series. Any employee initially retained in this manner who leaves this job series loses protected status and must meet the full requirements in effect at the time of reentry.

c. **Exceptions.**

(1) Applicants who have completed an approved training program may be given a temporary appointment not to exceed 1 year. Failure to acquire ARRT certification during that year is justification for termination of the temporary appointment. The temporary appointment may be extended for 1 additional year (total of 2 years of temporary employment) if circumstances indicate satisfaction of all requirements and permanent appointment is probable.

(2) If there are no acceptable applicants who meet these requirements, the Chief Patient Care Services Officer may authorize a medical center to hire otherwise qualified applicants, provided such persons show evidence of training, experience and competence to be equally protective of patient health and safety.

QUALIFICATION STANDARD

THERAPEUTIC RADIOLOGIC TECHNICIAN/TECHNOLOGIST

GS-648-3/8

AUTHORITY: 38 U.S.C. 7402

The Qualification Standard for Diagnostic Radiologic Technologist, GS-647, in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Sections IV-A-7 and IV-B-105, has been approved for use in VA with the following additional requirements:

a. All applicants must be certified as a Therapeutic Radiologic Technologist by the American Registry of Radiologic Technologists (ARRT).

b. Each uncertified VA Therapeutic Radiologic Technician/Technologist who was permanently employed on June 21, 1986, and whose competence in the safe administration of ionizing radiation was affirmed, in writing, by a VA licensed physician not later than January 1, 1987, is considered fully qualified. These employees may be promoted, demoted or reassigned within the GS-648 occupational series. Any employee initially retained in this manner who leaves this job series loses protected status and must meet the full requirements in effect at the time of reentry.

c. Exceptions

(1) Applicants who have completed an approved training program may be given a temporary appointment not to exceed 1 year. Failure to acquire ARRT certification during that year is justification for termination of the temporary appointment. The temporary appointment may be extended for 1 additional year (total of 2 years of temporary employment) if circumstances indicate satisfaction of all requirements and permanent appointment is probable.

(2) If there are no acceptable applicants who meet these requirements, the Chief Patient Care Services Officer may authorize a medical center to hire otherwise qualified applicants, provided such persons show evidence of training, experience and competence to be equally protective of patient health and safety.

QUALIFICATION STANDARD

AUDIOLOGIST AND/OR SPEECH PATHOLOGIST

(File as GS-665)

TRAINEE NOTE: *Appointment to these positions will be on a time-limited basis under authority of 38 U.S.C. 7405.*

AUDIOLOGIST AND/OR SPEECH PATHOLOGIST CLINICAL

FELLOWSHIP TRAINEE NOTE: *Clinical Fellowship Trainee appointments are made on a part-time basis for a period not to exceed (NTE) 9 months under the authority of 38 U.S.C. 7405.*

AUTHORITY: 38 U.S.C. 7402

DESCRIPTION OF TRAINING: To gain professional knowledge and ability, the trainees will be assigned a variety of activities and duties. These functions are performed concurrently with the academic study at a college or university except that Clinical Fellowship Trainees are not required to be currently enrolled in an academic institution.

The objective of these training programs is to provide professional clinical experience in audiology and/or speech pathology under the direct supervision of qualified audiologists and speech pathologists.

The activities of trainees in audiology and/or speech pathology in VA are carried out in outpatient clinics, hospitals, and domiciliaries under the direction of the Chief, Audiology and Speech Pathology Service.

DEFINITIONS

1. An audiologist and/or speech pathologist trainee is any master's or doctoral graduate student currently enrolled in an academic institution with which VA has a training agreement who is selected for the VA training program.

2. An audiologist and/or speech pathologist clinical fellowship trainee is a post-master's individual selected to receive clinical experience in an active VA Audiology and Speech Pathology Service. These individuals will not be currently enrolled in an academic institution.

EDUCATION REQUIREMENTS: Applicants for these positions must meet the requirements outlined as follows:

Level I Trainees

1. Must have completed all the requirements for a bachelor of science (B.S.) degree from an accredited college or university.
2. Current enrollment in a master's program in Audiology and/or Speech Pathology at an accredited college or university.

Level II Trainees

1. Must have completed a master's degree program in Audiology and/or Speech Pathology from an accredited college or university.
2. Current enrollment in a doctoral graduate program in Audiology and/or Speech Pathology at an accredited college or university.

Clinical Fellowship Trainees. Completion of a master's degree in Audiology and/or Speech Pathology from an accredited college or university.

PERSONAL CHARACTERISTICS: Audiologist and/or Speech Pathologist Trainee and Clinical Fellowship Trainee positions require frequent contact with the public and with patients. Applicants should possess the ability to work effectively with all types of people, the ability to communicate clearly and effectively both in writing and orally, the ability to exercise good judgment, and the ability to work effectively under pressure.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATION STANDARD

ASSOCIATE MEDICAL CENTER DIRECTOR (TRAINEE)

GS-670-12/13

NOTE: Normal entry level; however, in those exceptional instances in which higher level positions (including Medical Center Director Trainee) may be established, the provisions of this standard will apply.

AUTHORITY: 38 U.S.C. 7402

PART I

DUTIES: Associate Medical Center Trainees serve in a preceptorship under a health care facility Director for the purposes of orientation and indoctrination in the specialized functions peculiar to health care administration.

In accordance with a planned, comprehensive training schedule, trainees rotate among assigned services, both medical and administrative, to observe and perform a variety of functions and activities so as to become thoroughly familiar with administrative and management problems encountered by Associate Medical Center Directors and Medical Center Directors in day-to-day operations. This includes participation in budget preparation and control, operational planning, and assignment to various committees. Trainees may also be involved in the completion of special studies, projects, and assignments, as assigned by the preceptor; as a team member in the Systematic External Review Program (SERP); and participation in appropriate management seminars.

Trainees may serve as Acting Associate Medical Center Director for designated periods with full responsibility and authority.

EXPERIENCE REQUIREMENTS:

General. Candidates must have had 3 years of progressively responsible administrative experience which has provided a broad basic knowledge of methods, principles and practices of supervision, administration, and management.

Specialized Experience. Three years of progressively responsible administrative experience in a health care facility or in an office having supervisory, advisory, or directional authority over such facilities. This experience may be gained in administrative fields such as medical administration, personnel, fiscal, engineering, supply, building management, or management analysis; or in medical care and support fields such as nursing, social work, medical rehabilitation, dietetics, or psychology. The preceding list of functional areas is not intended to be all-inclusive, but rather is intended to illustrate some of the career fields in which an applicant could potentially gain the necessary specialized experience. Regardless of the functional area in which the experience is gained, it must have provided a general knowledge of the mission and organization of a health care facility and the procedures and attending administrative problems of such organizations.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Undergraduate education successfully completed in an accredited college or university may be substituted for the required general experience at the rate of 1 academic year of education for 9 months of experience up to a maximum of 4 years of education for 3 years of general experience.

The completion of all the requirements for a master's degree in health care administration or public health, or a master's degree in business administration with major study in health care administration may be substituted for 1 year of the specialized experience. This master's degree, coupled with the successful completion of a 1-year residency in health care administration, may be substituted for 2 years of specialized experience.

INSERVICE PLACEMENT PROVISIONS: In inservice placement actions, the experience described as follows may be accepted as meeting the specialized experience requirements:

1. Three years of high level, progressively responsible administrative, management, or professional experience in VA activities not directly involved in health care when such experience has provided a good knowledge of overall VA operations and the ability to plan, direct, and coordinate diverse activities. To be considered qualifying, there must be evidence that such experience, when considered in context of an applicant's composite qualifications, has provided potential to advance to positions with top-level executive responsibilities.

2. Illustrative of the type of assignments which would normally provide the necessary experience on an inservice basis are:

- a. Division chief (or equivalent) or higher level at VA field establishments.
- b. Management or responsible staff positions in VA Central Office departmental programs or in staff office functions at a level of responsibility comparable to that described in subparagraph a above.

NOTE: *These inservice provisions recognize the need to enhance career opportunities for VA career employees and, at the same time, provide reasonable assurance that those who qualify under these provisions have the potential to perform successfully in target assignments. It is also recognized that individual development plans for those who may be qualified and selected under these provisions will need to be adapted and adjusted to provide greater in-depth orientation and training in matters unique to health care delivery.*

PERSONAL CHARACTERISTICS: Associate Medical Center Director (Trainee) positions require frequent contact with the public and with patients. Applicants should possess the ability to work effectively with all types of people; the ability to communicate clearly and effectively both in writing and in speaking; the ability to delegate authority; and the ability to exercise good judgment, to work effectively under pressure and to work effectively with a minimum of supervision or guidance.

QUALITY OF EXPERIENCE: For any grade, the required amount of experience will not in itself be accepted as proof of qualification for any of these positions. The candidate's record of

experience and training must indicate ability to exercise sound judgment, the qualities of leadership, the ability to work harmoniously with other individuals and groups, and the ability to otherwise perform the duties of the position. Candidates must show 1 year of qualifying experience at a level of difficulty comparable to that of the next lower grade in the Federal service.

BASIS OF RATING: No written test is required. Applicants will be rated on the extent and quality of their experience, education and training. Recency of experience, education and training will be considered.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

PART II

EXAMINING GUIDE

RATING: Rating procedure III is suggested. Some positions may require special knowledges or skills attained through additional specialized education, training and/or experience. In these instances selective certification or quality ranking procedures will be provided, when appropriate. Recency of education, training and experience will be considered in relative ranking, but will not be the sole basis of the rating.

QUALIFICATION STANDARD**RESIDENT IN HOSPITAL ADMINISTRATION****(File as GS-670)****AUTHORITY: 38 U. S.C. 7402**

DESCRIPTION OF RESIDENCY: Hospital administration residencies are provided at selected VA medical centers in collaboration with affiliated universities offering approved graduate degree programs in hospital administration. Their purpose is to complement the academic preparation of the graduate student by providing practical instruction and guided working experience in a hospital environment which is required by the university to satisfy the graduate degree requirements. The specific content of the resident's training program is devised by the medical center preceptor, in consultation with the resident's academic counselor, and in conformity with guidelines recommended by the American College of Health Care Administrators. Typically included are: orientation to the functions of all departments of the medical center; working assignments in selected administrative and professional activities or functions; participation in management activities, such as budgeting, staffing control, studies and investigations, reports and evaluations, and community relations. Residencies are normally of 12 months duration. However, additional training may be considered for the purpose of continuing research or for special development.

REQUIREMENTS: Applicants must have completed the academic work in a program of study in hospital administration leading to a graduate degree at an accredited college or university, which is required by that college or university for entrance into the residency. The program of study in hospital administration must be approved by: (1) the Accrediting Commission on Education for Health Services Administration, which has been accorded formal recognition by the National Commission on Accrediting and the U.S. Department of Education; or (2) the Council on Education for Public Health, an accrediting body of The Association of Schools of Public Health which is sanctioned by the Council on Post Secondary Education and the U.S. Department of Education. The education required for entrance into residency must be completed not later than the beginning date of the residency for which applicants are applying, and successful completion of a residency must be an essential curriculum requirement in order for the student to receive the graduate degree. Offer of appointment may be made prior to the completion of the required education; but, before their entrance on duty, applicants must submit to VA proof of completion of the academic requirements.

BASIS OF RATING: No written test is required. Eligibility will be based on the information shown in an individual's application and other available information.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical

aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

In positions where there is exposure to environmental agents for which there are occupational and/or environmental standards which require protective measures or medical surveillance, applicants and employees shall undergo initial and periodic medical evaluation in accordance with the surveillance requirements.

All positions involving Federal motor vehicle operation carry the additional medical requirements specified in 5 CFR Part 930, Subpart A.

QUALIFICATION STANDARD

PROSTHETIC REPRESENTATIVE

GS-672-5/15

AUTHORITY: 38 U.S.C. 7402

The minimum qualification requirements in the two-grade interval Group Coverage Qualification Standard for Administrative and Management Positions in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A-13 through IV-A-17, have been approved for GS-672 positions in VA.

The previous VA-specific qualification standard is rescinded.

QUALIFICATION STANDARD**MEDICAL RECORD TECHNICIAN****GS-675-4/7****AUTHORITY: 38 U.S.C. 7402**

DESCRIPTION OF WORK: Medical record technicians analyze medical records for completeness, consistency, and compliance with requirements; code medical record information; and retrieve and compile medical record data. The work requires application of a practical knowledge of medical terminology, anatomy, physiology, the internal organization and consistency of the medical record, medical record references and procedures, and the medical and legal significance of medical records.

EXPERIENCE, TRAINING, AND RELATED REQUIREMENTS

Experience Requirements. Candidates must have experience as described. (Education may be substituted for experience.)

<u>Grade</u>	<u>General experience (years)</u>	<u>Specialized experience (years)</u>	<u>Total experience (years)</u>
GS-4	1 ½	½	2
GS-5	2	1	3
GS-6	2	2	4
GS-7	2	3	5

General Experience. General experience is that which has provided (a) knowledge of clerical procedures that would be helpful in developing skill in medical record technician work or (b) background knowledge of the medical environment or hospital procedures. Such experience may have been gained in positions such as the following:

General clerk, file clerk, or typist;
Correspondence clerk;
Statistical clerk;
Nursing assistant or practical nurse;
Medical technician, x-ray technician, medical corpsman; and/or
Dictating machine transcriber.

Specialized Experience. This is experience which has provided the knowledges and skills needed to perform medical record technician work. The specialized experience must have provided the candidate with a basic knowledge of medical terminology and medical record procedures and techniques. The specialized experience required for GS-4 may have been gained in positions such as the following located in a medical facility:

Medical record clerk;
Admission or discharge clerk;
Statistical clerk;
Coding clerk;
Medical administrative specialist (military experience); and/or
Dictating machine transcriber (of medical information).

The specialized experience required for GS-5 and above must have included the analysis of medical records for completeness, consistency, and compliance with requirements.

Supervisory Positions. For supervisory positions, the Qualification Standard for Supervisory Positions in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A-29, must be used in conjunction with this standard.

Quality and Level of Experience

GS-4: For eligibility at grade GS-4, the 6 months of required specialized experience must have been comparable in difficulty and responsibility to the GS-3 level.

GS-5: For eligibility at grade GS-5, at least 1 year of the required experience must have been comparable in difficulty and responsibility to the GS-4 level. At least 6 months of this experience at the GS-4 level must have been specialized experience that included the analysis of medical records for completeness, consistency, and compliance with requirements.

GS-6 and 7: For eligibility at grades GS-6 and GS-7, at least 1 year of the required specialized experience must have been comparable in difficulty and responsibility to the next lower grade in the Federal service, or 2 years comparable to the second lower grade in the Federal service.

For any grade, the required amount of experience and education will not in itself be accepted as proof of qualification for a position. The candidate's record of experience and education must demonstrate that the candidate possesses the ability to perform the duties of the position.

SUBSTITUTION OF EDUCATION AND TRAINING FOR EXPERIENCE: Successfully completed education and training of acceptable type and quality may be substituted for the experience requirements, as specified in the following:

1. Successful completion of 2 years of study in an accredited junior college, college, or university may be substituted for 2 years of general experience.
2. Successful completion of a course for (a) medical technicians, (b) hospital corpsmen, (c) medical service specialists, or (d) hospital training, obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision, may be substituted on a month-for-month basis for up to a total of 1 year of general experience.

3. Successful completion of a post-high school course of study in medical record technology, which included course work in anatomy, physiology, and medical record techniques and procedures, may be substituted for specialized experience on a month-for-month basis for up to a total of 1 year of specialized experience.

4. Successful completion of post-high school courses for medical administrative personnel, obtained in a closely supervised training program given by the Armed Forces, may be substituted for specialized experience on a month-for-month basis for up to a total of 6 months experience. The training must have included courses in anatomy, physiology, and medical record techniques and procedures.

5. Successful completion of 2 academic years of post-high school study in a resident school or institution of medical record technology, or a related health care field that included course work in anatomy, physiology, and medical record techniques and procedures, may be substituted in full for the 2 years of experience required at the GS-4 level (1½ years general and ½ year specialized).

Appropriate education and training other than that outlined in the preceding paragraphs, such as in “new careers” training programs, manpower development programs, and inservice training programs will be granted credit depending upon its applicability and extent.

Post-high school education or training that is acceptable under these standards may be substituted for part of the required experience on a pro rata basis.

BASIS OF RATING: No written test is required. Competitors for all positions will be rated on the quality and extent of experience, education, or training in relationship to the duties of the positions.

The information for evaluating experience, education, and training will be taken from the application package and any additional information which may be obtained through reference inquiries to supervisors, teachers, and others.

INSERVICE PLACEMENT

Waiving Directly Applicable Specialized Experience Requirement at GS-4. For inservice placement actions only, the requirement for directly applicable specialized experience at grade GS-4 may be waived for lateral reassignment or promotion of candidates provided:

1. The candidate has had experience which has provided a general familiarity with the work of the position for which being considered, and
2. The candidate’s experience and performance clearly indicate the possession of necessary skills and abilities, and evidence potential for successful performance of the work.

GUIDE FOR EVALUATION OF CANDIDATES IN RELATION TO JOB REQUIREMENTS

Evaluation of Education. The American Medical Association (AMA), in collaboration with the American Health Information Management Association (AHIMA), accredits educational programs in medical record technology. Appropriate credit should be given to candidates who attended institutions offering such educational programs.

AHIMA offers a correspondence course in medical record technology. OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section II, Other Education includes provisions for crediting correspondence school education. AHIMA also issues certificates to those who complete (a) the correspondence course, or a course of study at an accredited institution of medical record technology, and (b) pass a written examination. Completion of the requirements for certification should be considered in evaluating the knowledges and abilities of candidates.

Evaluation of Knowledges, Skills, and Abilities. For technician positions, the evaluation of qualifications logically includes appraisal of personal attributes and characteristics as demonstrated in performance on the job. This includes the degree and scope of the candidate's technical knowledge, skills, and abilities which can be brought to bear upon duties in the position to be filled. Following are some of the more desirable abilities and personal characteristics for candidates for medical record technician positions:

- a. Knowledge of specific medical record techniques and procedures involved in the given work situation:
- b. Attention to details;
- c. Ability to work independently;
- d. Reasoning ability;
- e. Organizing ability in performing coding, analysis, and other routine functions in an orderly and systematic fashion;
- f. Accuracy of work in performing analysis, coding, and other routine functions;
- g. Ability to get along with and gain the cooperation of medical and administrative personnel in the health care facility.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical

aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

QUALIFICATION STANDARD**DENTAL ASSISTANT****GS-681****AUTHORITY: 38 U.S.C. 7402**

The minimum qualification requirements for GS-681 Dental Assistant found in the Group Coverage Qualification Standard for Technical and Medical Support Positions in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," have been approved for use in VA with the following alternative provisions for certification of radiologic competence:

1. Successful completion of the Dental Radiation Health and Safety Examination administered by the Dental Assisting National Board, Inc.; or
2. Successful completion of the education and training, including coursework in radiation health and safety, described by OPM as fully qualifying for GS-3, GS-4, **or** GS-5 (copies of certificates of successful completion, plus transcripts or course descriptions of the required subjects must be filed in the employee's OPF); or
3. Successful completion of the Principles and Practice of Dental Radiology and Radiographic Safety courses and examinations developed by the VA Assistant Under Secretary for Dentistry. The Chief, Dental Service, will certify competency (see example B, p. 338-88) based on documentation of successful completion of this training, a copy of which will be filed in the OPF.
4. **Exceptions for applicants.** Uncertified applicants who otherwise meet the minimum qualification requirements may be given a temporary appointment not to exceed 1 year; **or** they may be appointed subject to satisfying radiologic certification requirements during the 1-year probationary period. Radiographic duties will not be assigned until radiographic competence is demonstrated as described in paragraphs 1, 2, and 3. Those who fail to meet these requirements during that year must be removed from GS-681 positions which involve the administration of radiation. This may result in termination of employment. A statement citing this condition of employment (see example A, p. 338-87) must be signed by each Dental Assistant appointed or assigned under these provisions and filed in the employee's OPF. Requests to extend the appointment of uncertified Dental Assistants beyond 1 year of temporary employment or beyond the probationary period are inappropriate.
5. **Exceptions for employees**
 - a. Each uncertified Dental Assistant who was permanently employed on June 21, 1986, and whose competence in the safe performance of radiographic duties was affirmed, in writing, by a licensed VA dentist not later than January 1, 1987, and documented in the employee's OPF is considered fully qualified.

- b. An uncertified Dental Assistant permanently employed under paragraph 2 of the GS-681 series in OPM's one-grade technical, medical, and program support requirements between October 23, 1989, and receipt of this December 3, 1991 standard, whose radiographic competence was certified in accordance with the OPM procedures, is also considered fully qualified. These employees may be promoted, demoted, or reassigned within the GS-681 series.
- c. An employee initially retained under these provisions who leaves this occupation in VA or transfers to another agency loses protected status and must meet the full requirements in effect at the time of reentry. A statement to this effect (example C, p. 338-89) is to be signed and dated by the incumbent, the Chief, Dental Service, and the Chief, Human Resources Management Office, and retained on the right side of the employee's OPF.

EXAMPLE A

CONDITION OF EMPLOYMENT

I, _____, understand that I must produce evidence of my competence in the safe administration of GS-681 Dental Assistant radiographic procedures as described in the VHA qualification standard, to officials of the Department of Veterans Affairs Medical Center, _____, _____, not later than ____ (date) _____. I have been given a copy of the certification criteria and I understand that failure to acquire such certification and make available documentation of its receipt may result in the termination of my employment.

(Name)

(Date)

Witnesses:

(Name)

(Date)

(Name)

(Date)

EXAMPLE B

CERTIFICATION

I certify that I have thoroughly reviewed documentation of successful completion of VA's Principles and Practices of Dental Radiology and Radiographic Safety courses and examinations by _____, Dental Assistant, GS-681-_, VA Medical Center, _____, _____. I, therefore, attest to _____'s competence in the safe administration of radiographic procedures as a Dental Assistant.

(Chief, Dental Service)

_____, ____
(Date)

EXAMPLE C**QUALIFICATIONS CERTIFICATION**

Change 62 to VHA Supplement, MP-5, part 1, chapter 338, appendix 338A,
December 3, 1991, revised credentialing requirements for VA Dental Assistants whose positions
involve radiographic duties. This is to certify that _____ (name) _____ was permanently
employed as a Dental Assistant, GS-681-- on _____ (date) _____, 1991, when the December 3, 1991
standard was received in the _____ (facility name) _____ VA Medical Center, Human
Resources Management Office. _____ (name) _____ was previously determined to have fully
met credentialing requirements by:

_____ written affirmation (attached) of applicant's competence in the performance of
radiographic duties by a licensed VA dentist not later than January 1, 1987, **or**;

_____ certification of radiographic competence (attached) between October 23, 1989, and
the date of receipt of this standard in accordance with Office of Personnel Management (OPM)
procedures in paragraph (2) of the GS-681 Dental Assistant series requirements of the Group
Coverage Qualification Standard for Technical and Medical Support Positions in OPM's
"Operating Manual for Qualification Standards for General Schedule Positions."

Under paragraph 5b of the VA Dental Assistant qualification standard, _____ (name) _____ may
therefore be promoted, demoted, or reassigned within the GS-681 series in VA. The employee's
signature below attests to _____ (name) _____'s understanding that if _____ (name) _____ leaves this
job series in VA, ceases VA employment, or transfers to another agency, _____ (name) _____ loses
protected status and must meet full requirements in effect at the time of reentry.

(Employee) (Date)

(Chief, Dental Service) (Date) _____
Chief, Human Resources Management (Date)

QUALIFICATION STANDARD

VETERINARY MEDICAL OFFICER (Laboratory Animal Medicine)

GS-701-12/15

AUTHORITY: 38 U.S.C. 7402

DUTIES: Veterinary Medical Officers (Laboratory Animal Medicine) in VA perform such functions as:

1. Direct the operation of the animal facility to ensure compliance with current animal welfare laws, regulations and policies and to support Research and Development (R&D) programs using animal subjects.
2. Provide professional guidance, services and technical support to the health care facility's investigators in planning, executing and directing R&D activities using animal subjects. This includes guidance and consultation on comparative biology and medicine, zoonotic disease, technology, husbandry, medical and surgical care and the selection, procurement, preparation and use of laboratory animals.
3. Conceive and conduct independent and collaborative research including studies designed to gain new knowledge of laboratory animals and improve the quality and humaneness of research through the selection of proper and new biological models, research environments and techniques.
4. Establish and maintain programs of adequate veterinary medical care that include the use of appropriate methods to prevent, control, diagnose and treat diseases and injury and the provision of adequate pre-procedural and post-procedural care.
5. Provide education of scientists and technicians on the humane practices of animal maintenance and experimentation.
6. Serve as the laboratory animal medicine specialist member of the Subcommittee on Animal Studies.
7. Contribute to the promotion of favorable community relations and increased public appreciation of the importance of animal studies in improving patient care.
8. Participate in VA Central Office-directed efforts that contribute to improved animal research support of R&D programs throughout the VA health care system.

BASIC REQUIREMENT FOR ALL GRADES: All applicants must possess a Doctor of Veterinary Medicine (DVM) degree or Veterinary Medical Doctor (VMD) degree from a school or college accredited by the Council on Education of the American Veterinary Medical Association.

GUIDANCE FOR EVALUATING EXPERIENCE: In addition to meeting the basic requirement, applicants must show qualifying experience, education, or approved residency training of the type described as follows:

Type A. Full-time postdoctoral experience as a veterinary medical specialist in laboratory animal medicine, or

Residency training in laboratory animal medicine in a hospital or other institution affiliated with an accredited academic institution.

Type B. Special research or experience in the use of the common species of laboratory animals in the fields of biological and medical sciences, that has application in the specialty of laboratory animal medicine, such as: microbiology, pathology, pharmacology, physiology, preventative medicine, psychology, public health, radiology, or surgery, or,

The successful completion of graduate study beyond the DVM or VMD degree, in an accredited college or university in a field of biological or medical sciences provided the study has application in the specialty of laboratory animal medicine (e.g., microbiology, parasitology, pathology, immunology, or similar fields), may be substituted for experience as follows:

1. Successful completion of all the requirements for a master's degree may be substituted for 1 year of type B experience.
2. Successful completion of all the requirements for the Ph.D. degree, including dissertation, may be substituted for 2 years of type B experience.

EXPERIENCE AND TRAINING REQUIREMENTS: The length of experience required for each grade is described as follows:

GS-12

- a. Two years of residency training, or
- b. One year of residency plus having demonstrated superior achievement and ability during the residency training, or
- c. One year of residency plus 1 year of either type A or type B experience, or
- d. Two years of type A experience, or
- e. Two years of any combination of residency, education and experience, provided 1 year was of type A.

GS-13

- a. Two years of residency plus having demonstrated superior achievement and ability during the residency training, **or**
- b. Three years of type A experience, **or**
- c. Three years of any combination of residency, education and experience, provided not more than 2 years were type B.

GS-14

- a. Two years of residency plus having demonstrated superior achievement and ability during the residency training and 1 year of experience, **or**
- b. Two years of residency plus 2 years' experience, **or**
- c. Four years of type A experience, **or**
- d. Four years of any combination of residency, education and experience, provided not more than 2 years were type B.

GS-15

- a. Two years of residency plus demonstrated superior achievement and ability during the residency training and 2 years of experience, **or**
- b. Two years of residency plus 4 years' experience, **or**
- c. Six years of type A experience, **or**
- d. Six years of any combination of residency, education and experience, provided not more than 2 years were type B.

QUALITY OF EXPERIENCE: The number of years experience required for any grade level represents the minimum amount of time necessary to qualify for the position, but length of time alone is not of itself qualifying. The work experience must also have been of a professional quality and scope sufficient to perform functions at the grade level for which being considered. In general, type A experience is considered to be of a higher quality level than type B experience. These positions involve clinical animal medicine, research, consultation, education, program planning and administration; candidates must have demonstrated the ability to perform all such responsibilities in laboratory animal medicine, science and technology at the full professional level. For grades GS-13 and above, evidence of such ability is required. At grades GS-14 and GS-15 the highest quality of experience is reflected in part by certification in laboratory animal medicine by the American College of Laboratory Animal Medicine.

Applicants qualifying on the basis of experience must show at least 1 year of experience at a level of difficulty comparable to that of the next lower grade in the Federal service.

If an applicant has been certified by the American College of Laboratory Animal Medicine (a speciality board of the American Veterinary Medical Association), that applicant's training and experience should be evaluated at a higher level than would otherwise be appropriate. The requirements for certification may be obtained through the American Veterinary Medical Association, 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173-4360.

WAIVERS: If, after positive recruitment activities, there are no acceptable applicants who meet these requirements, the Chief, Research and Development Officer (12) may authorize a medical center director to recruit otherwise qualified candidates who show evidence of training, experience, and competence to be equally protective of patient health and safety. Requests to initiate broad-based recruitment using a modified standard that meets the requirements of MP-5, Part 1, Chapter 338, should be submitted, through channels, to the Deputy Assistant Secretary for Human Resources Management, Customer Advisory and Consulting Group (051).

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

ADDITIONAL REQUIREMENT: In addition to meeting the education and/or experience requirements, applicants must possess personal qualities necessary to perform the duties of the position to be filled. These qualities may be evaluated by means of an interview.

QUALIFICATION STANDARD**MEDICAL PHOTOGRAPHER****GS-1060-4/12****AUTHORITY: 38 U.S.C. 7402****PART I**

DUTIES: Photographers in a Medical Illustration Service make still and motion pictures of subjects of medical interest in which size, form, texture, color, and motion must be rendered with great accuracy through the use of a variety of photographic techniques and media. Medical photographers must use technical knowledge of the techniques and processes of photography, and must also exercise artistic ability in the course of their work. Many photographers carry out the laboratory work connected with developing and printing photographs. Medical photographers must have a knowledge and understanding of the problems involved in photographing severely ill or handicapped patients, physically and mentally.

Those in the higher grades perform medical photography relating to the development of comprehensive, concise and realistic sources of photographic reference used in medical research. Duties include constant improvisation and implementation of new photographic techniques and methods where no precedent exists in medical photographic literature or reference. They do photomicrography of pathology in organs and tissues, complicated laboratory setups, tests, and techniques. Those in the higher grades may also require technical supervision of the activities indicated above and supervision of subordinate photographers and technicians.

EXPERIENCE REQUIREMENTS: Applicants for these positions must show general and specialized experience of the types below and in the amounts indicated in the following table:

Grade	General Experience (Years)	Specialized Experience (Years)	Total Experience (Years)
GS-4	2	None	2
GS-5	3	0	3
GS-6	3	½	3 ½
GS-7	3	1	4
GS-8	3	1 ½	4 ½
GS-9	3	2	5
GS-10	3	2 ½	5 ½
GS-11	3	3	6
GS-12	3	3	6

GENERAL EXPERIENCE: This is experience which has provided the applicant with knowledge in operating cameras and related equipment, performing developing and printing processes and techniques or a combination of both as required by the position. Experience gained in operating microfilming equipment or other kinds of photoduplicating equipment may

be qualifying (up to 1 year of such experience) provided it demonstrates that the applicant has an understanding of the photographic processes involved. Photographic experience gained in prevailing wage kinds of positions is considered qualifying provided it demonstrates the applicants' understanding of the photographic processes.

SPECIALIZED EXPERIENCE: This is experience in medical photography that may have been gained by responsible activities in a still or motion-picture photographic laboratory, or by planning and completion of very difficult still or motion-picture photographic work of high quality. For grades GS-7 and above, this specialized experience must have included photomicrography or motion-picture photography.

QUALITY OF EXPERIENCE: Possession of the length of experience required for a grade will not of itself be accepted as proof of possession of qualifications for that grade. The applicant's record of experience and training must show that the applicant has the ability to perform the work of the position. At all grade levels at least 6 months of the qualifying experience must be of a level comparable to the next lower grade of the Federal service, or 1 year of experience must have been at a level comparable to that of the second lower grade. For positions that involve supervisory duties, the applicant must have had appropriate supervisory experience or have demonstrated the aptitudes required to perform satisfactorily the duties of the position being filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: A successfully completed residence course in basic photography (either in high school or in the Armed Forces) consisting of at least 200 hours of instruction or supervised laboratory work may be substituted for 3 months of the required general experience in any grade.

Advanced photographic training in residence at a technical institute or trade school above high school level may be substituted year for year up to a maximum of 2 years for the required general experience in any grade.

BASIS OF RATING: No written test is required. Applicants will be rated on a scale of 100 on the extent and quality of their experience and training relevant to the duties of the position. The rating of experience will be based upon the applicants' statements in their application, and the quality of samples submitted, if required, and upon any additional evidence secured by Federal civil service examiners.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

PART II

INFORMATION FOR USE IN EXAMINING (Internal Use Only): Rating Procedure III, or an adaption of it, is recommended, as the quality of experience should be evaluated. If vouchering is to be used, rating procedures II and IV are also appropriate.

EVALUATING EXPERIENCE AND TRAINING: In rating applications, experience and training must be evaluated in terms of being progressively responsible from the lower to the higher grades.

Training courses for photography are very limited in number and scope. Some courses are given in vocational schools, technical institutes and in the Armed Forces. These courses may be substituted for the general experience only. Specialized experience or training will be gained in most all cases on the job. For credit toward the specialized requirements the training or experience must have been gained in responsible medical photography activities.

For grades GS-7 and above, the specialized experience must have included photomicrography or motion-picture photography.

ARTISTIC ABILITY: Most medical photographer positions, and especially grades GS-7 and above, require a degree of artistic ability in the taking and developing of pictures. This artistic ability can best be judged through evaluating samples of the applicant's work. If samples are required to properly evaluate the applicant's work, the evaluation of the samples should be done by a panel of technically qualified individuals, on the basis of a uniform set of standards. If samples are not used to evaluate artistic ability, then vouchers should be used to obtain information about the applicant's artistic ability from supervisors, clients, and teachers.

HOBBY EXPERIENCE: Hobby experience in photography is extremely common. At the same time it may be difficult to equate hobby experience for credit toward the required general experience required in the Qualification Standard. A hobbyist can submit samples showing kinds of photographic work done or may submit photographic awards of prizes as evidence of the applicant's achievement. When such samples or awards are evaluated by professional standards and clearly represent a level of achievement usually attained as a result of full-time photographic experience, appropriate credit may be granted for general experience. Hobby experience also may be used to evaluate the quality of the applicant's work even though it may be feasible to consider it in meeting the time requirements.

SUGGESTED RATING FACTORS

1. Knowledge of equipment and processes.
2. Use of specialized camera and/or processing equipment.
3. Use of medical photographic equipment and processes.

4. Subject matter knowledge of medical photography including ability to deal with hospitalized patients.
5. Artistic ability.
6. Ability to operate independently.

QUALIFICATION STANDARD

LIBRARIAN

GS-1410-7/15

AUTHORITY: 38 U.S.C. 7402

PART I

DUTIES: Librarians in VA work in patients' libraries or medical reference libraries, or both. All libraries are under the direction of a Chief Librarian who, in small hospitals, may be the only qualified librarian on the staff.

The patients' librarian is similar to a librarian in a public library--with the addition of several unique functions. Book cart visits are made to the wards to give direct service to non-ambulant patients. Special attention is given to disabled individuals through mechanical aids such as projected and talking book machines, reading tables, prismatic glasses, and page turners. Group work is done with neuropsychiatric patients on a fairly large scale. The librarian participates in the total therapy program through reader's advisory service and bibliotherapy.

In the medical library, the librarian gives reference and bibliographical assistance to the clinical staff, to those engaged in research and training activities, and to the nursing, dietetic, social work service and other related hospital services' personnel. In some hospitals, books and periodicals in the field of management development are housed in the medical library. This collection is used to assist the entire hospital staff in improved performance.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education. Applicants for grades GS-7 and above must have completed one of the following: (1) all the requirements for a master's degree (or 5th year bachelor's degree) in library science from an accredited college or university, or (2) possess a bachelor's degree from an accredited college or university which includes or has been supplemented by at least 24 semester hours in library science plus 1 year of library work experience which included the performance of duties in one or more functional areas of librarianship equivalent in scope and difficulty to grade GS-5, or higher, in the Federal service (see following par. "Substitution of Education for Experience" provisions).

Experience. In addition to the above requirements, applicants for GS-7 and above must present progressively responsible experience as a professional librarian in a program of sufficient size to require a variety of functions such as acquisitions, cataloging, references, and reader's advisory service in the following amounts:

Grade	Additional Experience Required
GS-7	None
GS-8	One-half year
GS-9	One year
GS-10	One and one-half years
GS-11	Two years
GS-12/15	No additional length of experience is required beyond that for grade GS-11. However, the experience must have encompassed administrative duties such as planning and developing a library program, determining the scope and extent of collections and fitting collections to special needs of clientele to be served.

Quality of Experience. For any grade, the required amount of experience will not in itself be accepted as proof of qualification for a position. The quality of experience, rather than the length of time employed, will be given primary consideration. The applicant's total education and experience must give positive evidence of ability to perform adequately the duties of the particular position for which the applicant is rated eligible.

For grades GS-11 and above, the experience must have attained a level such as that involved in directing the work of professional and other library employees. Further, at least 6 months of this experience must have been in (1) providing reference library services to some broad field of medicine, research, or one or more of the biological sciences, or (2) in applying the principles of reader's advisory service, or (3) in bibliotherapy to groups of patients.

For grades GS-11 and below, at least 6 months of the required experience must have been at a level of difficulty comparable to that of the next lower grade, or 1 year must have been at a level of difficulty comparable at least to that of the second lower grade in the Federal service. For grades GS-12 and above, at least 1 year of the required experience must have been at a level of difficulty comparable to that of the next lower grade in the Federal service.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Graduate study in library science may be substituted for experience at the rate of 1 academic year of education for 1 year of experience for a maximum of 2 years. Completion of all requirements for a master's degree in library science is fully qualifying for grade GS-9.

SPECIAL NONCOMPETITIVE PROVISION: The educational requirement is not applicable in noncompetitive actions for those who have been or are employed in VA as professional librarians (GS-1410 series only).

BASIS OF RATING: No written test is required. Applicants will be rated on a scale of 100 on the extent and quality of their experience and training relevant to the duties of the position. Recency of such experience will be considered. Such ratings will be based on applicants' statements in their applications.

PERSONAL CHARACTERISTICS: Applicants should possess the ability to work effectively as part of a team, to deal with patients in a tactful manner, and to exercise good judgment.

SUPERVISORY POSITIONS: The Qualification Standard for Supervisory Positions in OPM's "Operating Manual for Qualification Standards for General Schedule Positions," Section IV-A-29, is also applicable.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

PART II

EXAMINING GUIDE (INTERNAL USE ONLY)

Rating procedure III is suggested. The following tentative schedule for the GS-7/9 level is suggested; appropriate adjustments for the higher grade levels should be made.

Master's degree from a school of Library Science
in an accredited college or university A

Graduate study not resulting in a degree C

For those who meet the education with experience requirement, option (2) in the qualification standard:

1. Experience as a medical reference librarian in a
hospital or other medical research setting A

2. Experience as a biological services reference
librarian in a hospital or medical research setting A

3. Experience as a general librarian concerned primarily with
patients in a medical or a rehabilitation setting A

4. Experience as a librarian in a university or college library other than mentioned in preceding number 1 and number 2..... C
5. Experience as a general librarian in a public or private library primarily servicing an adult clientele C
6. Experience as a librarian in a junior college or high school educational institution or system..... E

Recency. The recency of such experience should be considered in the evaluation of pertinent experience; in no case, however, will such consideration serve to reduce the level below “E.”

ADDITIONAL POINTS: The following factors should be considered collectively for the assignment of not to exceed six additional points.

1. Professional proficiency in:
 - a. Acquisitions,
 - b. Cataloging,
 - c. Reference, particularly medical; and
 - d. Readers advisory service.
2. Ability or potential, as appropriate to the grade level, to assume administrative responsibility for budget, fiscal control, personnel, space, supply, building management, and similar activities.
3. Ability or potential to work harmoniously with superiors, a professional medical staff, and other staff members of an institution or similar organization.
4. Ability or potential to effectively supervise subordinate professional, technical, and clerical personnel.
5. Ability or potential to relate effectively and harmoniously with patients and members in an institutional setting.
6. Ability or potential to adapt and efficiently implement new or modified procedures.
7. Ability or potential to creatively solve problems arising from unprecedented situations or conditions.

Additional points may also be added for the following:

Completion of graduate level courses in medical or
hospital reference librarianship 1-2 points

Publication of significant papers or articles in the field
of hospital librarianship or other closely related field 1-2 points

Excess experience one point per year to
a maximum of 2 years 1-2 points

Experience restricted to highly specialized technical subjects (other than
medical or biological sciences) not involving experience in the major categories
indicated in the preceding 1 point

Experience in a children's library not involving
general library work 1 point

PERSONAL CHARACTERISTICS: In rating applicants an important consideration should be whether they have demonstrated the ability to get along well with others, and to establish an effective working relationship with others. Since this work involves a close relationship with patients, employees, and the professional staff, ability to deal with people in a tactful and sympathetic manner, and to exercise good judgment, is essential. The applicants should also demonstrate an ability to communicate with patients. It is suggested that any evidence secured by means of confidential inquiries that a candidate is lacking in such qualities or abilities should tend to reduce the applicant's rating severely, if not to remove the applicant from consideration. If such evidence is not secured until the time of a pre-employment interview, it may serve as the basis for submitting an objection to an eligible.

QUALIFICATION STANDARD

HOSPITAL LIBRARIAN TRAINEE

(File as GS-1410)

AUTHORITY: 38 U.S.C. 7402

DESCRIPTION OF TRAINING: Trainees will be assigned a variety of duties and activities designed to provide professional knowledges, and abilities in hospital librarianship. This practical experience will be performed concurrently with graduate academic study following a schedule acceptable to the student, university and the facility.

EDUCATION REQUIREMENTS: Applicants must have a bachelor's degree from an accredited college or university and must be enrolled or have been accepted for enrollment in a curriculum leading to the degree of master of science or arts in library science.

PERSONAL CHARACTERISTICS: Applicants should possess the ability to work effectively as part of a team, ability to deal with patients and personnel in a tactful manner, and ability to exercise good judgment.

PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.